

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
NOV 13 2017

*[Signature]*

Name: Michael Amerian

Date of Request: 11/6/17 **HUMAN RESOURCES**

City Attorney Branch/Section: Police Litigation

Outside Title/Position: Attorney

Outside Employer Name and address:  
Walter J. Karabian

Number of hours per week: 2

Los Angeles, CA 90005

Outside Work Schedule days/times: Varied

Phone Number: [REDACTED]

Type of Work: Representing a family friend

Start and End Date: 11/13/17 5/31/18

in litigation dispute re: disposition of his deceased wife's Estate

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 11/7/17

Branch Chief

Date: 11.8.17

Chief of Staff

Date: 11/9/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JAN 24 2017

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

HUMAN RESOURCES

Name: Michael R. AmerianDate of Request: 1/3/17City Attorney Branch/Section: Police LitigationOutside Title/Position: Board Member

Outside Employer Name and Address:

Armenian Bar AssociationNumber of hours per week: 1N/AOutside Work Schedule days/times: N/APhone Number: N/AType of Work: Board Member of Non-Profit Bar AssociationStart and End Date: 1/3/17 12/31/17**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**APPROVED BY:**

Supervisor

Date: 1-3-17

Branch Chief

Date: 1-23-17

Chief of Staff

Date: 1-24-17

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OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Michael R. Amerian Date of Request: 1/3/17  
City Attorney Branch/Section: Civil/Police Litigation Outside Title/Position: Trustee  
Outside Employer Name and Address: George Ignatius Foundation Number of hours per week: 1  
10424 Bloomfield St., Toluca Lake, CA 91602 Outside Work Schedule days/times: N/A  
Type of Work: Trustee for Charitable Trust Phone Number: [REDACTED]  
Start and End Date: 1/3/17 / 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$10,000</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

Supervisor

Date: 1-3-17

Branch Chief

Date: 1-23-17

Chief of Staff

Date: 1-24-17

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RECEIVED  
JAN 24 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Michael R. Amerian Date of Request: 1/3/17

City Attorney Branch/Section: Civil / Police Litigation Outside Title/Position: Attorney

Outside Employer Name and Address: \_\_\_\_\_ Number of hours per week: 0.25

Self-employed Outside Work Schedule days/times: N/A

Toluca Lake, CA 91602 Phone Number: \_\_\_\_\_

Type of Work: Pro bono representation of family member to negotiate a loan modification with Bank of America. Start and End Date: 1/3/17 - 6/30/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]  
Supervisor

Date: 1-3-17

[Signature]  
Branch Chief

Date: 1-23-17

[Signature]  
Chief of Staff

Date: 1-24-17

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**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

HUMAN RESOURCES

Name: Michael R. Amerian Date of Request: 1/3/17  
 City Attorney Branch/Section: Civil/Police Litigation Unit Outside Title/Position: Attorney  
 Outside Employer Name and Address: self Number of hours per week: 1  
Toluca Lake, CA 91602 Outside Work Schedule days/times: N/A  
 Phone Number: [REDACTED]  
 Type of Work: Representing an individual in Start and End Date: 1/3/17, 12/31/17  
ongoing fee dispute with an attorney

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$5,000</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

Supervisor: [Signature] Date: 1-3-17  
 Chief of Staff: [Signature] Date: 1-24-17  
 Branch Chief: [Signature] Date: 1-23-17

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DT

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Michael R Amerian Date of Request: 1/3/17  
City Attorney Branch/Section: Civil/Police Litigation Unit Outside Title/Position: Attorney  
Outside Employer Name and Address: self Number of hours per week: 0.5  
Toluca Lake, CA 91602 Outside Work Schedule days/times: N/A  
Phone Number: [REDACTED]

Type of Work: Civil Litigation - Continued Start and End Date: 1/3/17, 12/31/17  
representation of indigent young man in action brought by former employer  
ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

Supervisor: [Signature] Date: 1-3-17  
Chief of Staff: [Signature] Date: 1-24-17  
Branch Chief: [Signature] Date: 1-23-17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

OCT 23 2017

HUMAN RESOURCES

Name: Janis Levart Barquist

Date of Request: September 27, 2017

City Attorney Branch/Section: Labor Relations

Outside Title/Position: County of Los Angeles Civil Service  
Hearing Officer

Outside Employer Name and Address:

Number of hours per week: 2 - 6 hours per day

County of Los Angeles

Outside Work Schedule days/times: Possibly 4 times  
per year about

500 West Temple Street, Los Angeles, CA

Phone Number: [REDACTED]

Type of Work: Judging, and signing TRO requests

Start and End Date: Now / 2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>Possibly. Some cases might involve municipal law, however, most cases will involve violations of County employment rules.</u>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: <u>No</u>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>Yes. \$150/hour</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

[Signature]  
Supervisor  
WALC  
Chief of Staff

Date: 9/27/17  
Date: 10/31/17

[Signature]  
Branch Chief

Date: 9/27/17

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OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Janis Levart Barquist

Date of Request: September 27, 2017

City Attorney Branch/Section: Labor Relations

Outside Title/Position: Board of Directors Member

Outside Employer Name and Address:

Number of hours per week: 1 meeting every 2 months

Westside Jewish Community Center 5870 W. Olympic  
Bldv, Los Angeles, CA

Outside Work Schedule days/times: Tuesday Evenings

Phone Number: [REDACTED]

Type of Work: Board of Directors Work: reviewing budgets Start and End Date: Now / 2018

9/27/17 - 9/26/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 7. Are any issues of municipal law involved? If so, describe: <u>No</u>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: <u>No</u>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount:<br><u>No remuneration</u>  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]  
Supervisor  
[Signature]  
Chief of Staff

Date: 9/27/17  
Date: 10/23/17

[Signature]  
Branch Chief

Date: 9/27/17

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OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Janis Levart Barquist

Date of Request: September 27, 2017

City Attorney Branch/Section: Labor Relations

Outside Title/Position: Judge Pro Temp

Outside Employer Name and Address:

Number of hours per week: 3-4 hours per day, approx

Los Angeles Superior Court

Outside Work Schedule days/times: 4 days per year

Los Angeles, CA

Phone Number: \_\_\_\_\_

Type of Work: Judging, and signing TRO requests

Start and End Date: Now / 2018

9/27/17 - 9/26/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>Possibly. Some times cases involve municipal law, however, I never decide cases where the City is a party</u>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: <u>No</u>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>No remuneration</u>   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]

Date: 9/27/17

[Signature]

Date: 9/27/17

Supervisor

Branch Chief

Chief of Staff

Date: 10/23/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**RECEIVED**  
**DEC 12 2017**  
**HUMAN RESOURCES**

*[Signature]*

Name: Jean-Claude Bertet, Deputy City Attorney

Date of Request: October 23, 2017

City Attorney Branch/Section: Civil/Water & Power Division

Outside Title/Position: Attorney

Outside Employer Name and address:

Number of hours per week: One hour per month \*\*

Solange Bertet (mom)

Outside Work Schedule days/times: N.A.

[Redacted] Los Angeles, CA 90077

Phone Number: [Redacted]

Type of Work: Civil, Domestic Violence, Restraining Orders

Start and End Date: 1/6/2018 to 1/7/2019

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount:   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- \*\* NOTE: I am no longer actively working on this matter, but would like to remain available if needed**

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Supervisor

Chief of Staff

Date: 12-8-17

Branch Chief

Date: 12-12-17

Date: 12/9/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



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DEC 12 2017

OVER →

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM HUMAN RESOURCES  
ATTORNEY**

Name: ALAN W. BLACKMANCity Attorney Branch/Section: SNAGD

Outside Employer Name and address:

UNIVERSITY OF PHOENIX  
1625 W. FOUNTAINHEAD PKWY / TEMPE, AZ

Type of Work: ADJUNCT FACULTY 85282-2371Date of Request: 12/5/17Outside Title/Position: FACILITATOR/INSTRUCTORNumber of hours per week: 8-10 (4 HRS. CLASS / 46 HOURS PER WEEK)Outside Work Schedule days/times: VARIES (1 NIGHT PER WEEK)Phone Number: [REDACTED]Start and End Date: 1-24-18, 1-24-19

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

Yes No

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: I TEACH ISSUES INVOLVING GOVERNMENT'S ROLE IN CRIMINAL JUSTICE & BUSINESS.

☒ ☐

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

APPROXIMATELY \$2,200 PER CLASS (ONE MEETING PER WEEK FOR FIVE WEEKS)

☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**[Signature]Date: 12/6/17Supervisor: [Signature]Date: 12/11/17

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

RECEIVED  
NOV - 2 2017

HUMAN RESOURCE

Name: Danella Blair

Date of Request: 10/25/2017

City Attorney Branch/Section: Grants/Grants

Outside Title/Position: Travel Agent

Outside Employer Name and address:  
Independent Agent

Number of hours per week: 0-10

Outside Work Schedule days/times: N/A

According to need; not on City time

Phone Number: [REDACTED]

Type of Work: Planning/Creating Custom Itineraries

Start and End Date: 10/25/17 - 11/25/18

10/24/18 (m/h)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

☐ ☒

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

☐ ☒

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

Approx. \$3,000 to \$6,000 annually

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]

Date: 10/25/17

[Signature]

Date: 11/1/2017

Supervisor

UAC

Branch Chief

Date: 11/1/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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AUG 29 2017

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: Blithe BockDate of Request: 8-28-17City Attorney Branch/Section: Civil AppellateOutside Title/Position: Asst Adjunct Professor

Outside Employer Name and Address:

Number of hours per week: 3Glendale University College of Law  
220 No. Glendale / 91206Outside Work Schedule days/times: 6:30-9:30  
Thursdays

Phone Number: [REDACTED]

Type of Work: Teaching Appellate  
AdvocacyStart and End Date: 09/14/17 - 12/21/17**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐\$8,000/year / \$2000 quarterly

APPROVED BY:

Supervisor: UACDate: 8-28-17

Branch Chief: \_\_\_\_\_

Date: 8-28-17

Chief of Staff: \_\_\_\_\_

Date: 8/28/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.





GLENDAL UNIVERSITY  
COLLEGE OF LAW

August 27, 2017

Blithe Bock  
Office of the City Attorney of Los Angeles  
200 City Hall East, Seventh Floor  
Los Angeles, CA 90012

Dear Blithe,

Thank you for agreeing to teach the 2017/2018 Appellate Advocacy and Moot Court courses. You have joined Glendale College of Law (GUCL) faculty as an Adjunct Assistant Professor of Law. The first night of class is Thursday, September 14<sup>th</sup>.

Appellate Advocacy, a third-year course, meets Thursday evenings during the fall, winter and spring quarters. The Moot Court course meets during the summer quarter, also on Thursday evenings, following completion of Appellate Advocacy. Typically, there are seven or eight class sessions per quarter. Each evening class typically meets from 6:30 to 9:30 pm, with a fifteen minute break at approximately 8:00 pm.

Appellate Advocacy is divided into two sections each with eight or nine students. Both sections meet on the same evening, use the same syllabus, and the same problem. Coordination between sections is critical as both must adhere to syllabus coverage and deadlines. Evenings are generally taught separately, however the occasional evening may be taught jointly.

The course involves intensive writing and re-writing each quarter. Student work product is expected to improve assignment-to-assignment. Student assignments must be critiqued, graded and returned to the students in a timely manner. Students typically have two graded assignments each quarter. A final grade, the average of the two grades earned, issues each quarter.

GUCL maintains a formal learning environment. Faculty are addressed as "Professor" and students are addressed as "Mr." or "Ms." The classroom environment should be serious, well-managed, and enjoyable. Prior to each class session, please retrieve the class roll sheet from the Business Office. Roll must be taken each evening when class begins and again after the break. Before leaving campus, return the roll sheet to the Business Office.

Final grades should be submitted timely. Payable upon submission of final grades is a \$2,000 per-quarter stipend. The total stipend for teaching Appellate Advocacy and Moot Court is \$8,000.

Included with this letter are a W-4 and I-9. Also, the Committee of Bar Examiners requires faculty members have an official law school transcript on record. We will assist you with this matter by preparing a letter for your signature and a school check for the transcript once the W-4 is returned.

I will be your primary contact for academic and most administrative policy issues. The Administrative Dean, Kimberly Greitzer (my sister), is also a valuable resource. Our contact information is listed below.

I look forward to working together and please never hesitate to say hello.

Sincerely,

A handwritten signature in black ink, appearing to read "Darrin Greitzer", with a stylized flourish at the end.

Darrin Greitzer  
Dean

Contact Information:      Darrin Greitzer:      (c) 818.731.9363  
Kimberly Greitzer: (c) 818.438.4880

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
DEC 06 2017

HUMAN RESOURCES

Name: JOSEPH BRAJENICH

Date of Request: 12/6/17

City Attorney Branch/Section: WATER & POWER DIV.

Outside Title/Position: BOARD OF DIRECTORS

Outside Employer Name and address:

Number of hours per week: APPROX 5 +/-

BOYS & GIRLS CLUB OF LOS ANGELES HARBOR  
1200 S. CABRILLO AVE, SAN PEDRO CA

Outside Work Schedule days/times: EARLY MORNING, EVENINGS, WEEKENDS

Phone Number: [REDACTED]

Type of Work: YOUTH SERVICE ORGANIZATION

Start and End Date: ONGOING - 12/31/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ Yes ☒ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_ Branch Chief \_\_\_\_\_ Date: \_\_\_\_\_

Chief of Staff

LAMC Date: 12/6/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

DEC 06 2017

17

HUMAN RESOURCES

Name: JOSEPH BRAJENICH

Date of Request: 12/6/17

City Attorney Branch/Section: WATER & POWER DIV

Outside Title/Position: ADVISORY BOARD

Outside Employer Name and address:

Number of hours per week: MINIMAL (30 per year)

REPUBLIC OF CROATIA, OFFICE FOR  
CROATIANS LIVING ABROAD, ZAGREB, CROATIA

Outside Work Schedule days/times: WEEKENDS, VACATION

Phone Number: [REDACTED]

Type of Work: CULTURAL ORGANIZATION

Start and End Date: ONGOING / 12/31/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

\_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Chief of Staff

Branch Chief

Date: 12/6/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
APR 18 2017



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: Holly Bullard (Legal Secretary 1) Date of Request: April 7, 2017  
City Attorney Branch/Section: Special Appeals Outside Title/Position: Attorney (Independent Contractor)  
Outside Employer Name and Address: Coffeen Law Group Number of hours per week: 3  
2155 Verdugo Blvd. #602 Outside Work Schedule days/times: variable: Sat/Sun/evenings  
Montrose, CA 91020 Phone Number: [REDACTED]  
Type of Work: Drafting estate planning documents for attorney Start and End Date: 5/01/2017 / ongoing  
signature

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input type="checkbox"/>	<input checked="" type="checkbox"/>

APPROVED BY:

[Signature]  
Supervisor

Date: 4/7/17

[Signature]  
Branch Chief

Date: 4/11/2017

[Signature]  
Chief of Staff

Date: 4/17/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

RECEIVED  
SEP 13 2017

HUMAN RESOURCES

Name: NANCY CHEAN

Date of Request: 09/12/2017

City Attorney Branch/Section: PLU

Outside Title/Position: CAREGIVER

Outside Employer Name and address:

Number of hours per week: 20 HRS

DEPT OF PUBIC SOCIAL SERVICES (IHSS)  
3400 AEROSPACE AVE  
EL MONTE, CA 91731

Outside Work Schedule days/times: FRIDAY NIGHTS ?  
WEEKENDS

Phone Number: [REDACTED]

Type of Work: IN HOME SUPPORT SERVICES  
(ASSIST ELDER)

Start and End Date: 2014 / ONGOING  
9/12/17 9/12/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

☐ ☒

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

☐ ☒

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

\$ 11.18 / HR

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: Huma R. Sheingard

Date: 9/12/17

Date: 9/12/17

Supervisor

Branch Chief

Date: 9/12/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

OCT 26 2017

HUMAN RESOURCES

Name: Leticia Cotti

Date of Request: 10/24/17

City Attorney Branch/Section: General Lit

Outside Title/Position: Attorney

Outside Employer Name and address:

Number of hours per <sup>Year</sup> week: 15-20

N/A

Outside Work Schedule days/times: as needed

Phone Number: [REDACTED] cell

Type of Work: Pro Bono work for

Start and End Date: 10/17, 10/18

family member throughout pendency of divorce  
ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ Yes ☒ No
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; ☐ Yes ☒ No
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ Yes ☒ No
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ Yes ☒ No
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ Yes ☒ No
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ Yes ☒ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 10-24-17

Branch Chief

Date: 10-25-17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



RECEIVED  
MAR 23 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Susan S. Cowig

Date of Request: 3-14-17

City Attorney Branch/Section: Criminal Pacific

Outside Title/Position: Public Safety Commissioner

Outside Employer Name and Address:

Number of hours per week: Varies

City of Redondo Beach  
415 Diamond, Redondo Bch, CA 90277

Outside Work Schedule days/times: Varies

Type of Work: Volunteer Public Safety  
Commissioner

Phone Number: [REDACTED]

Start and End Date: 3/15/17 , 10/1/21

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>Public Safety Issues</u><br><u>in City of Redondo Beach</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]

Supervisor

Date: 3.15.17

[Signature]

Branch Chief

Date: 3-23-17

Chief of Staff

Date: 3/23/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JUN 12 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM

Name: JONATHAN CRISTALL ATTORNEY

Date of Request: 5/30/17 HUMAN RESOURCES

City Attorney Branch/Section: SNABD

Outside Title/Position: SPEAKER

Outside Employer Name and Address:

Number of hours per week: 8 EVENTS OVER 6 MONTHS

WILSHIRE BLVD. TEMPLE  
11661 W. OLYMPIC BLVD.

Outside Work Schedule days/times: " " EVENINGS

Phone Number: [REDACTED]

Type of Work: SPEAKING WORKSHOPS ABOUT TEEN SAFETY

Start and End Date: OCT 17, APRIL '18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

Yes No

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$3,600

☒ ☐

APPROVED BY:

[Signature]  
Supervisor

Date: 5/30/17

[Signature]  
Branch Chief

Date: 6/1/2017

[Signature]  
Chief of Staff

Date: 6/1/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JUN 12 2017

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

Name: JONATHAN CRISTALLDate of Request: 5/30/17City Attorney Branch/Section: SOCALOutside Title/Position: AUTHOR

Outside Employer Name and Address:

LINDEN PUBLISHING  
2006 SOUTH MAIN, FRESNO, CA

Number of hours per week: — NIGHTS / WEEKENDSOutside Work Schedule days/times: —Phone Number: [REDACTED]Type of Work: WRITING A BOOKStart and End Date: 6/1/17 5/31/18ABOUT TEEN SAFETY**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**5/31/18 (w/h)**Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☒ ☐**APPROVED BY:**

Supervisor

Date: 5/30/17

Branch Chief

Date: 6/1/2017

Chief of Staff

Date: 6/15/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
DEC 06 2017

HUMAN RESOURCES

Name: JONATHAN CRISTALL

Date of Request: 11/13/17

City Attorney Branch/Section: SNABD

Outside Title/Position: CONSULTANT/EDUCATION

Outside Employer Name and address:

Number of hours per week: VARIES, 1-2, BUT NOT ON CITY TIME

TBD -> SCHOOLS, TEMPLES, PRIVATE EVENTS

Outside Work Schedule days/times: TBD

Type of Work: TEACHING/ SPEAKING ABOUT TEEN LIFE SKILLS

Phone Number: [REDACTED]

Start and End Date: 11/13/17 11/13/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

TBD, VARIES ON THE EVENT

☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]

Date: 11/13/17

[Signature]

Date: 11/30/2017

Supervisor

LAMC

Branch Chief

Date: 12/4/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

RECEIVED *mp*  
OCT 25 2017

HUMAN RESOURCES

Name: **Camilo Cruz**

Date of Request: **October 20, 2017**

City Attorney Branch/Section: **Community Justice Initiative**

Outside Title/Position: **Director**

Outside Employer Name and address:

**Camilo Cruz Art  
358 Museum Drive  
Los Angeles, CA 90065**

Number of hours per week: **21 hours**

Outside Work Schedule days/times: **8 pm to 11 pm  
(Everyday)**

Phone Number: [REDACTED]

Type of Work: **Art**

Start and End Date: **January 1, 2009 to the Present**

*10/20/17 - 10/19/18*

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

☐

☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

☐

☒

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐

☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

☐

☒

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

☐

☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

☐

☒

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒

☐

\$ 250 to \$ 750 per year

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

*[Signature]*

Date: 10/20/2017

*[Signature]*

Date: 10/20/2017

Supervisor

*[Signature]*

Branch Chief

Date: 10/24/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

[Signature]

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Michael Durda

Date of Request: 6/7/17

City Attorney Branch/Section: General Counsel

Outside Title/Position: Consultant/Volunteer

Outside Employer Name and Address:

Number of hours per week: Averages 4 to 5

Garcetti R. Mayor 2017

Outside Work Schedule days/times: \_\_\_\_\_

Type of Work: Campaign

Phone Number: \_\_\_\_\_

Start and End Date: 3/1/17 , 3/1/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount:<br><u>Started as volunteer / ended with \$2500 compensation</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

Calvin Flores  
Supervisor  
WAC  
Chief of Staff

Date: 7/20/17

Date: 7/25/17

[Signature]  
Branch Chief

Date: 7/20/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**RECEIVED  
JUL 28 2017.**

**HUMAN RESOURCES**



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Name: Michael Rendas

Date of Request: 7/20/16

City Attorney Branch/Section: Gen. Counsel

Outside Title/Position: No Title / Consultant

Outside Employer Name and Address:

Number of hours per week: 5 wks except for one vacation week in August

Think Big Group

Outside Work Schedule days/times: off hours in Sept. + 1 week in Sept.

New York, NY

Phone Number: \_\_\_\_\_

Type of Work: Event Production

Start and End Date: 8/1/17 , 7/30/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$5000</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

[Signature]  
Supervisor

Date: 7/20/17

[Signature]  
Branch Chief

Date: 7/20/17

[Signature]  
Chief of Staff

Date: 7/25/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JUL 28 2017

HUMAN RESOURCES

SEP 12 2017

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

**HUMAN RESOURCES**Name: Ingrid FarinoDate of Request: 09/08/17City Attorney Branch/Section: PLUOutside Title/Position: Notary Public

Outside Employer Name and address:

Number of hours per week: VariesSelf employed.Outside Work Schedule days/times: Mon-SunMobile NotaryMon-Fri 4:30PM-10PM; Sat-Sun 9am-10pType of Work: Notary Public FOR THE State of CA.Start and End Date: 2017-2018  
9/8/17 - 9/7/18**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

☐ ☒

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

☐ ☐

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

☐ ☒

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐Pursuant to CA Standard Rates, effective Jan. 2017  
Approx. \$15-\$30 notarial svcs. plus mileage fee, if applicable.

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Anna R. GreengardDate: 9/8/17

Branch Chief

Date: 9.8.17

Supervisor

Date: 9/12/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM HUMAN RESOURCES  
ATTORNEY

Date of Request: 9-27-17

Outside Title/Position: \_\_\_\_\_

Number of hours per week: 4 hours

Outside Work Schedule days/times: None

Phone Number: None

Start and End Date: NO set dates

(a week) See Nölz →

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

### Factors to Consider

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

APPROVED BY:

Date: 9/26/17

Date: 9/28/17

## Chief of Staff

Monitored (by)                      Date:                       
Branch Chief

Branch Chief

Date: 9/28/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



4-27-11

My father has had  
a workers comp claim  
filed against him and  
wants me to help settle case.

If claim is not settled,  
I will remove myself and  
he will hire a workers comp  
defense law firm.

G. Jennings.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

Renewed  
Request

RECEIVED  
AUG 04 2017

HUMAN RESOURCE

Name: Kevin Gilligan

Date of Request: 7/17/17

City Attorney Branch/Section: Criminal/SALES

Outside Title/Position: Photographer

Outside Employer Name and Address:

Number of hours per week: Varies 0-8

Kevin Gilligan - Self Employed

Outside Work Schedule days/times: Varies

Phone Number: [REDACTED]

Type of Work: Photographer

Start and End Date: Aug 17 / Aug 18  
2017 2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Yes No

1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

Varies \$10,000 approximately

APPROVED BY:

Tech

Date: 7/19/17

[Signature]

Date: 8-2-2017

Supervisor

Branch Chief

WAK

Date: 8/4/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.9 B 1 This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, or a lobbyist, lobbying firm, or lobbyist employer who seeks to influence decisions of the City Attorney. This definition is broader for those individuals that are defined as a "high level official."

**To: Tina Hess, Deputy Chief, Safe Neighborhoods & Gangs Div.  
Mary Clare Molidor, Chief, Criminal and Special Litigation Branch**

**From: Kevin Gilligan   
Director, Anti-Counterfeit Enforcement Program**

**Re: Request to Renew Outside Employment - Photography**

**Date: July 17, 2017**

Pursuant to Leela Kapur's January 27, 2016 memorandum, I am submitting my request to renew my outside employment for photography.

My outside employment as a photographer has not, and will not be incompatible with my official duties or responsibilities and will not diminish my work performance. In fact, my creative work as a photographer is relaxing, reduces my stress level, and makes me a healthier, happier person, and a better employee.

Factors for consideration

- a) Photography would not create the appearance of or involve the use of my time, supplies or equipment involved in my employment as an attorney.
- b) Photography would not involve payment or consideration for services that I would be expected to render in the course of my employment as an attorney.
- c) My employment as a prosecutor in Los Angeles would not place me in any position to make or participate in making a potential government decision that could foreseeably have a material financial effect on my source of income (photography).
- d) The payment for any services I render in outside employment would not be the subject of inspection, control or review by the LA City Attorney's Office.
- e) My outside employment would only involve a few hours of paid work a month and as such would not involve such time and demands that would render my job performance less efficient. I have a very long history of managing my time efficiently during my 25 years in the office, starting with attending night law school while working full time in the criminal branch.
- f) Outside work will not be done during scheduled work hours Monday-Friday.

I am attaching the completed form as required. Thank you for your consideration.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
JAN 05 2017

HUMAN RESOURCES

Name: HOWARD GLUCK  
City Attorney Branch/Section: CRIMINAL BRANCH  
CENTRAL

Date of Request: 12-23-16

Outside Employer Name and Address:

Outside Title/Position: N/A

Eisenberg and Associates  
3580 Wilshire Blvd. #1260  
Los Angeles, CA 90010

Number of hours per week: 0

Outside Work Schedule days/times: 0

Type of Work: See cover letter  
(one time referral)

Phone Number: N/A

Start and End Date: N/A

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$7,250.-</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

[Signature]  
Supervisor  
WAL  
Chief of Staff

Date: 1/3/17  
Date: 1/5/17

[Signature]  
Branch Chief

Date: 1/4/2017

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Attachment 'B'

December 23, 2016

Ellen Sarmiento, Deputy Chief, Criminal Branch Operations  
Los Angeles City Attorney's Office  
200 North Main Street, 5th Floor  
Los Angeles, California 90012

RE: Remuneration from a Civil Attorney for a Referral

Dear Ellen,

I am requesting approval to accept remuneration for an attorney referral on a civil matter, unrelated to City business. Manuel Hernandez, the son of my late mother's former housekeeper who worked for her several decades ago was laid off of work. He called me at my mother's house last year and asked if I knew an attorney who might be able to give him legal assistance because he felt the termination was discriminatory and unfair. I referred him to a friend of mine who specializes in labor law. All I know about the case was that he worked there for many years replacing windshields and was unexpectedly terminated. He suspected age discrimination. I don't know the name of the company or even where Manuel lives. I think the family last lived in East Los Angeles. Outside of the brief referral to my friend who took the case, I was not at all involved in any capacity, advisory or otherwise.

The case settled earlier this year and my friend sent me a referral fee of \$7,250.00. This was not solicited by me and was totally unexpected. He informed the client about it and it was felt that the referral fee was appropriate. I discussed this with Renee Stadel and as a precaution, it was decided that I should seek approval to keep the remuneration that I was provided.

The recommendation of an attorney and receipt of the funds would not be inconsistent, incompatible, in conflict or inimical to my official duties, functions or responsibilities. None of the five factors, subsections (a) through (e) of the Approval for Outside Employment Memorandum dated January 27, 2016 negatively apply. (Please see Attachment "A".) I am also including the Office of the City Attorney's Outside Employment Approval Form. (Please see Attachment "B".) I am seeking your approval of my request.

Sincerely yours,



Howard Gluck, Asst. City Attorney

**OFFICE OF THE CITY ATTORNEY  
MEMORANDUM**

**To: All Attorneys**  
**From: Leela Kapur, Chief of Staff**  
**Subject: Approval for Outside Employment**  
**Date: January 27, 2016**

In order to ensure that our employees continue to uphold the highest professional standards, the Governmental Ethics Ordinance requires you to obtain written approval from the City Attorney before accepting any outside employment for remuneration. You also must obtain written approval from the City Attorney before accepting outside employment even if you are not receiving remuneration for your services (i.e. volunteer work).

Volunteer work requiring approval includes pro bono legal services, including service as a Pro Tem judge, and serving as an officer or board member of a for profit or non-profit entity located in Los Angeles or expected to have involvement in Los Angeles municipal matters. Other volunteer work for smaller, typically non-profit, entities whose work is not inconsistent, incompatible, or in conflict with your official duties (i.e., volunteer work at local schools, houses of worship, homeless shelters, etc.) will not normally require approval. You make contact HR or Renee Stadel if you are unsure if your particular work requires approval.

With regard to outside work for remuneration, the Government Ethics Ordinance requires us to determine whether receipt of the outside income would be "inconsistent, incompatible, in conflict with or inimical to the City official's official duties, functions or responsibilities." In making that determination we are required to consider the following factors:

- (a) Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;
- (b) Whether the payment or services for which the payment would be received involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

Attachment A" (page 1)



(c) Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

(d) Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of his or her agency;

(e) Whether the services involve such time demands that would render the employee's performance of his or her employment duties less efficient.

In order to fulfill our responsibilities under the Governmental Ethics Ordinance and keeping in mind the Professional Rules of Conduct, you should address the above factors in your request. If any of the listed factors are present, the Governmental Ethics Ordinance requires that an outside employment request be denied. Your request should include a description of the outside employment, the name of the employer, a description of your City duties, and a completed copy of the approval form, which is attached. When completing the approval form you must include your start and end date, and your supervisor's signature. All approved requests must be renewed on an annual basis by submitting a new approval form, one month before your expected end date.

Please note that if the employment is with a "restricted source," the Ordinance also requires the approval of the City Ethics Commission. A "restricted source" includes a person doing or seeking to do business with the City Attorney and a lobbyist, or lobbying firm seeking to influence decisions of the City Attorney's Office. A "restricted source" also includes a person who within the prior 12 months knowingly attempted to influence you in any legislative or administrative action which would have a direct material financial effect on the source and any person that is or was a party to a proceeding involving a license, permit, or entitlement for use pending before you in the prior 12 months. If these circumstances apply to you, after receiving written approval from the City Attorney, you must also obtain approval from the City Ethics Commission.

Additionally, please provide your analysis under the California Rules of Professional Responsibility about whether the employment will cause conflicts with the performance of your duties for the City.

You must first submit your request to your supervisor and Branch Chief for approval. I will then review the request for conformity with the Ethics Ordinance and Professional Rules. You should not accept outside employment until you receive a signed copy of the approval form from Human Resources.

Your prompt cooperation in following these procedures is appreciated.

DV:dh

Attachment "A" (Page 2)

RECEIVED

NOV 28 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: Wanda Hudson Date of Request: 11/21/17  
 City Attorney Branch/Section: HR Outside Title/Position: Associate  
 Outside Employer Name and Address: World Financial Group Number of hours per week: 2-10  
550 E. Carson Plaza Drive, #127 Outside Work Schedule days/times: Varies  
Carson, CA 90746 Phone Number: [REDACTED]  
 Type of Work: Financial Services Start and End Date: 1/1/17, 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input type="checkbox"/> | <input type="checkbox"/>            |
| <u>Varies- Commission</u>  |                          |                                     |

APPROVED BY:

[Signature] Date: 11/21/17 Date: \_\_\_\_\_  
 Supervisor Branch Chief  
[Signature] Date: 11/27/17  
 Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

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NOV 20 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: DAN JEFFRIES  
City Attorney Branch/Section: CRIMINAL  
Outside Employer Name and address:  
LA CANADA UNIFIED SCHOOL DISTRICT  
4490 BRANSTON AVE, LA CANADA, CA 91011  
Type of Work: ELECTED SCHOOL BOARD MEMBER

Date of Request: 11/16/17  
Outside Title/Position: ELECTED GOVERNMENT BOARD MEMBER  
Number of hours per week: VARIES - APPROX 5-10  
Outside Work Schedule days/times: VARIES - NIGHTS + WEEKENDS  
Phone Number: 213-978-4089  
Start and End Date: 11/16/17 / 12/5/18  
CURRENTLY SERVING AS A BOARD MEMBER.  
REPORTS TO NEW TERM THAT BEGINS ON 12/5/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

LAK

Date: 11/16/17

Branch Chief

Date: 11/17/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



RECEIVED

NOV 20 2017

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

HUMAN RESOURCES

Name: DAN JEFFRIES  
 City Attorney Branch/Section: CRIMINAL  
 Outside Employer Name and address:  
LA CANADA UNIFIED SCHOOL DISTRICT  
4490 CORNISHAW AVE, LA CANADA, CA 90111  
 Type of Work: ELECTED SCHOOL BOARD MEMBER

Date of Request: 11/16/17  
 Outside Title/Position: ELECTED GOVERNANCE BOARD MEMBER  
 Number of hours per week: VARIES - APPROX 5-10  
 Outside Work Schedule days/times: VARIES - NIGHTS + WEEKENDS  
 Phone Number: 213-978-4089  
 Start and End Date: 11/16/17 / 12/5/18  
CURRENTLY SERVING AS A BOARD MEMBER.  
REPORTS TO NEW TERM THAT BEGINS ON 12/5/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Chief of Staff

Date: 11/16/17Date: 11/17/17

Branch Chief

Date: 11/16/2017

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM

ATTORNEY

RECEIVED  
JUL 06 2017

Name: Leela Kaper

Date of Request: 7/5/17 HUMAN RESOURCES

City Attorney Branch/Section: Executive office

Outside Title/Position: President / Board Member

Outside Employer Name and Address:

Number of hours per week: 2 hrs / wk

Valley Village

Outside Work Schedule days/times: varies

20830 Sherman Way  
Winnetka CA 91306

Phone Number: 213 978 8357

Type of Work: volunteer service

Start and End Date: Ongoing / 7/5/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ Yes ☒ No

**APPROVED BY:**

[Signature]  
Supervisor

Date: 7/5/17

Date: \_\_\_\_\_  
Branch Chief

Date: \_\_\_\_\_  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
NOV 07 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: BENJAMIN KARABIAN Date of Request: 10/24/17  
City Attorney Branch/Section: CENTRAL - CRIMINAL Outside Title/Position: PROBATE ATTORNEY  
Outside Employer Name and Address: GEORGE IGNIATIS FOUNDATION Number of hours per week: 30 PER YEAR  
800 WILSHIRE BLVD 15TH FLOOR Outside Work Schedule days/times: N/A  
LOS ANGELES, CA 90017 Phone Number: [REDACTED]  
Type of Work: PROBATE Start and End Date: 1/1/18 - 12/31/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

NOT COMPLETED ON CITY TIME

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;
- Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;
- Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;
- Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;
- Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.
- Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.
- Will you receive any remuneration for your employment? If so, list the approximate amount:

Yes No

☐

☒

☐

☒

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☐

☒

☐

☒

☐

☒

☒

☐

\$7,000 - \$9,000 FOR CY 2018

MEMO ATTACHED

APPROVED BY:

[Signature]

Date: 10/24/17

Supervisor

[Signature]

Date: 11/6/2017

Branch Chief

[Signature]

Date: 11/7/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.





**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Ben Karabian

RE: Outside Employment Authorization – Ignatius Foundation

DATE: 10/24/17

---

This memo is in support of my request for an extension of the Outside Employment Authorization previously granted for me to serve as a probate attorney for the George Ignatius Charitable Foundation. The City Attorney's Office has approved this employment since 2009.

The Ignatius Foundation makes charitable donations throughout the year to educational, scientific, and artistic organizations in the Armenian community both domestically and abroad. Each year, the Trustees must file an Annual Report with the Superior Court. In addition to drafting and filing the Annual Report, I also advise the Trustees from time to time on issues and communicate monthly with the Foundation's accountant.

I play no role in determining which beneficiary receives funding, or how much a designated beneficiary receives. Since its inception in 1977, the Foundation has had no issues involving any municipality, nor been involved in any litigation. Payment for my services is based on an hourly rate approved by the Superior Court. There are no apparent conflicts of interest, and the work has always been done without compromising my performance as a Deputy City Attorney.

Sincerely,

Benjamin W. Karabian  
Assistant Supervising Attorney  
Central Trials  
213-978-7840  
benjamin.karabian@lacity.org

RECEIVED

NOV 07 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: BENJAMIN KARASIAN Date of Request: 10/24/17  
City Attorney Branch/Section: CRIMINAL - CENTRAL Outside Title/Position: PROBATE ATTORNEY  
Outside Employer Name and Address: GEORGE IGNATIUS FOUNDATION Number of hours per week: 25-30 PER YEAR  
800 WILSHIRE BLVD 15TH FLOOR Outside Work Schedule days/times: NO SCHEDULE  
LOS ANGELES, CA 90017 Phone Number: [REDACTED]  
Type of Work: PROBATE Start and End Date: 1/1/17 - 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

NOT COMPLETED  
ON CITY TIME

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

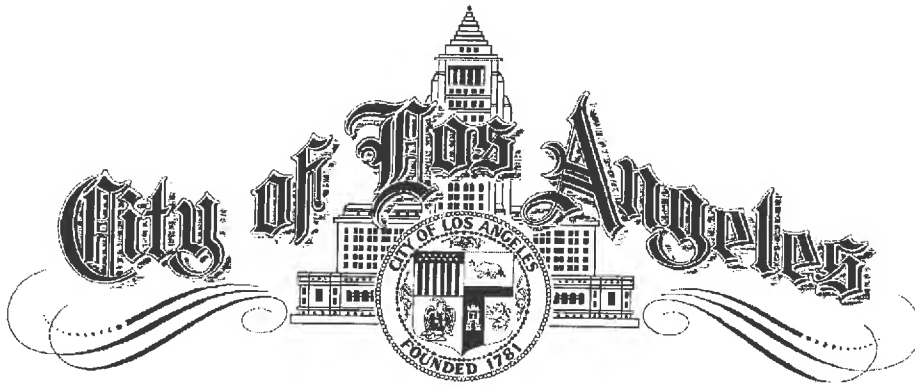
\$7,000 - \$9,000 FOR CY 2017

APPROVED BY:

MEMO ATTACHED

[Signature] Date: 10/24/17 [Signature] Date: 11/6/2017  
Supervisor Branch Chief  
[Signature] Date: 11/3/17  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.



**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Ben Karabian

RE: Outside Employment Authorization – Ignatius Foundation

DATE: 10/24/17

---

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I play no role in determining which beneficiary receives funding, or how much a designated beneficiary receives. Since its inception in 1977, the Foundation has had no issues involving any municipality, nor been involved in any litigation. Payment for my services is based on an hourly rate approved by the Superior Court. There are no apparent conflicts of interest, and the work has always been done without compromising my performance as a Deputy City Attorney.

Sincerely,

Benjamin W. Karabian  
Assistant Supervising Attorney  
Central Trials  
213-978-7840  
benjamin.karabian@lacity.org



RECEIVED  
NOV 07 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: BENJAMIN KARABIAN Date of Request: 10/24/17  
City Attorney Branch/Section: \_\_\_\_\_ Outside Title/Position: LEGAL OFFICER  
Outside Employer Name and Address: \_\_\_\_\_ Number of hours per week: 5/MONTH NET ON CITY TIME  
USAF AUXILIARY CIVIL AIR PATROL Outside Work Schedule days/times: N/A  
MAXWELL AIR FORCE BASE  
ALABAMA 36112 Phone Number: \_\_\_\_\_  
Type of Work: ADMINISTRATIVE LAW Start and End Date: 1/1/18 - 12/31/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

MEMO ATTACHED

APPROVED BY:

[Signature]  
Supervisor

Date: 10/31/17

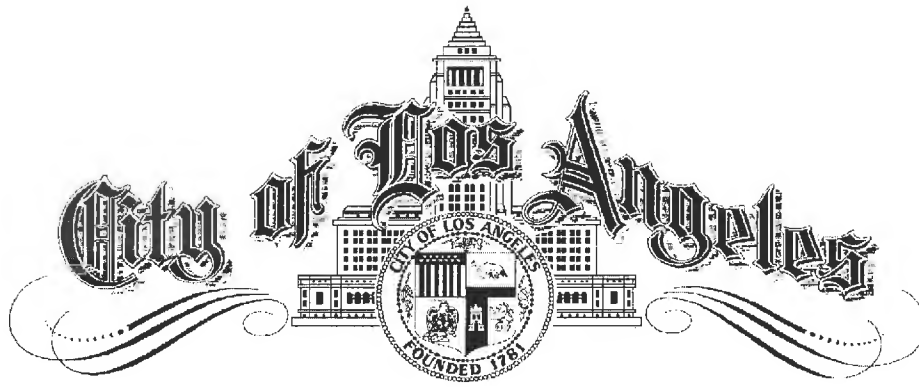
[Signature]  
Branch Chief

Date: 11/6/2017

[Signature]  
Chief of Staff

Date: 11/7/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.



**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Ben Karabian

RE: Outside Employment Authorization – USAF Civil Air Patrol

DATE: 10/24/17

---

This memo is in support of my request for an extension of the Outside Employment Authorization previously granted for me to serve as a Legal Officer for the United States Air Force Auxiliary, Civil Air Patrol. The City Attorney's Office has approved this employment since July, 2013. The Civil Air Patrol is a congressionally-funded, civilian auxiliary of the United States Air Force. It performs three congressionally-mandated functions: emergency services, aerospace education and cadet programs. CAP maintains a Legal Corps similar to a JAG Corps to advise the National and Wing Commanders on various issues, as well as to conduct disciplinary hearings on its members.

In August of 2013, I received a professional appointment to the rank of Captain and was assigned as a California Wing Legal Officer, in addition to other duties as an Emergency Services Officer for Squadron 51, Santa Monica. My assignment, currently as the Group Legal Officer for Group 6 (Central California), includes briefing the Wing Staff on various land use and leasing issues pertaining to squadron headquarters, and serving as a Legal Officer at administrative disciplinary proceedings. I receive no monetary compensation for my work as a member of the Civil Air Patrol, and all work has been completed without compromising my performance as a Deputy City Attorney.

When this was approved for CY 2015, the City Attorney's Office required me to inform my commanding officer that I could not work on any municipal matters dealing with Santa Monica, or the Santa Monica airport. That limitation to my duties was granted and proof was submitted to our Office. Now that I have been transferred in assignment to Group 6 (Central California) that issue is moot.

Sincerely,

Benjamin W. Karabian  
Assistant Supervising Attorney  
Central Trials  
213-978-7840  
[benjamin.karabian@lacity.org](mailto:benjamin.karabian@lacity.org)

RECEIVED

NOV 07 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

HUMAN RESOURCES

Name: BENJAMIN KARASIAN Date of Request: 10/24/17  
City Attorney Branch/Section: CRIMINAL - CENTRAL Outside Title/Position: LEGAL OFFICER  
Outside Employer Name and Address: USAF AUXILIARY CIVIL AIR PATROL Number of hours per week: 5 PER MONTH  
MAXWELL AIR FORCE BASE NOT ON CITY TIME  
ALABAMA 36112 Outside Work Schedule days/times: N/A  
Type of Work: ADMINISTRATIVE LAW Phone Number: [REDACTED]  
Start and End Date: 1/1/17 - 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

MEMO ATTACHED

APPROVED BY:

[Signature]  
Supervisor

Date: 10/24/17

[Signature]  
Branch Chief

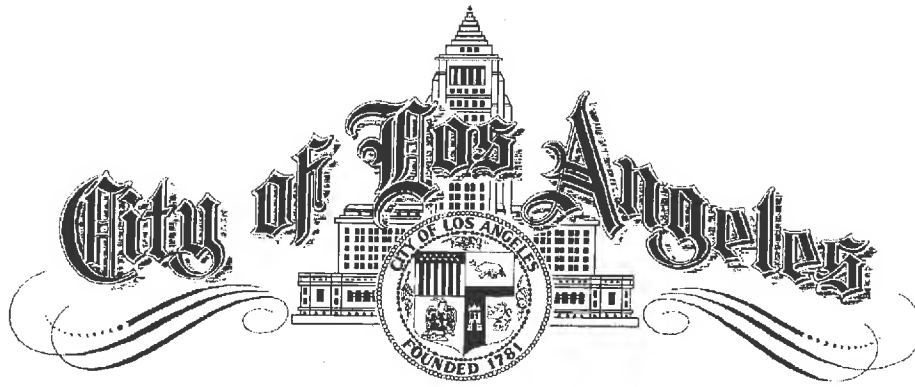
Date: 11/6/2017

[Signature]  
Chief of Staff

Date: 11/7/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.





**MICHAEL N. FEUER**  
CITY ATTORNEY

TO: Personnel

FROM: Ben Karabian

RE: Outside Employment Authorization – USAF Civil Air Patrol

DATE: 10/24/17

---

This memo is in support of my request for an extension of the Outside Employment Authorization previously granted for me to serve as a Legal Officer for the United States Air Force Auxiliary, Civil Air Patrol. The City Attorney's Office has approved this employment since July, 2013. The Civil Air Patrol is a congressionally-funded, civilian auxiliary of the United States Air Force. It performs three congressionally-mandated functions: emergency services, aerospace education and cadet programs. CAP maintains a Legal Corps similar to a JAG Corps to advise the National and Wing Commanders on various issues, as well as to conduct disciplinary hearings on its members.

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Sincerely,

Benjamin W. Karabian  
Assistant Supervising Attorney  
Central Trials  
213-978-7840  
[benjamin.karabian@lacity.org](mailto:benjamin.karabian@lacity.org)

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

RECEIVED

SEP 21 2017

*[Handwritten signature]*

Name: Jack Kaygajian

Date of Request: 9/6/17 **HUMAN RESOURCES**

City Attorney Branch/Section: Criminal - School Safety

Outside Title/Position: Unit Councilmember

Outside Employer Name and address:

Number of hours per <sup>month</sup> ~~week~~: 5 <sup>hrs</sup> ~~per~~ <sup>month</sup>

Engineers & Architects Association

Outside Work Schedule days/times: Weekdays / 8:30am

350 S. Figueroa St. Unit 600, Los Angeles

Phone Number: [REDACTED]

Type of Work: Labor Union

Start and End Date: 12/17/16 present

9/1/17 9/30/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

☐ ☒

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

☐ ☒

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

\$2,500

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]  
Supervisor

Date: 9/19/17

[Signature]  
Branch Chief

Date: 9/20/17

Chief of Staff

Date: 9/21/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

RECEIVED  
SEP 21 2017

HUMAN RESOURCES

Name: Jack Kaygajian

Date of Request: 9/6/17

City Attorney Branch/Section: Criminal - School Safety

Outside Title/Position: Boardmember

Outside Employer Name and address:

Number of hours per week: 1

Armenian National Committee - North Valley Chapter

Outside Work Schedule days/times: Wednesdays 7:30pm

17422 Chatsworth St. Granada Hills

Phone Number: [REDACTED]

Type of Work: Boardmember - Volunteer

Start and End Date: 4/2/15 present

9/1/17 9/30/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee;

☐ ☒

3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.

☐ ☒

7. Will you receive any remuneration for your employment? If so, list the approximate amount:

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 9/14/17

[Signature]

Branch Chief

Date: 9/20/17

Chief of Staff

Date: 9/24/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission, LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

RECEIVED

SEP 21 2017

*Handwritten initials*

Name: Jack Kayajian  
City Attorney Branch/Section: Criminal - School Safety  
Outside Employer Name and address:  
Center for Family & Health Education  
8727 Van Nuys Blvd, Panorama City  
Type of Work: Boardmember/Treasurer (volunteer)

Date of Request: 9/6/17 **HUMAN RESOURCES**  
Outside Title/Position: Boardmember/Treasurer  
Number of hours per week: 1-2  
Outside Work Schedule days/times: Weekdays after 7/weekend  
Phone Number: [REDACTED]  
Start and End Date: 8/30/15 / present  
9/01/17 9/30/17 9/30/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY: [Signature] Date: 9/19/17 [Signature] Date: 9/20/17  
Supervisor Branch Chief  
[Signature] Date: 9/24/17  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 30 2017

HUMAN RESOURCES

Name: KURT KNECHT Date of Request: 10/23/17  
City Attorney Branch/Section: ~~S&A~~ CRIMINAL JUSTICE Outside Title/Position: CRISIS counselor  
Outside Employer Name and address: Didi Hirsch Mental Health Services Number of hours per week: Average 2  
Outside Work Schedule days/times: Sunday 8:30am - 12:30pm  
every other Sunday 8:30am - 12:30am  
Phone Number: [REDACTED]  
Type of Work: CRISIS counselor (suicide hotline) Start and End Date: April 2012, current  
10/23/17 - 10/22/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 10/26/17

Branch Chief

Date: 10/24/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

APR 19 2017

Name: Parish Knox

Date of Request: HUMAN RESOURCES

City Attorney Branch/Section: Land Use

Outside Title/Position: Lecturer

Outside Employer Name and Address:

Number of hours per week: 3-week 4-week

UCCA Cuskin School of Public Affairs

Outside Work Schedule days/times: Tues 6-9pm

Dept. of Urban Planning

Phone Number: Robin McCallum changed office

Type of Work: Teaching

Start and End Date: SPRING QTR - 2017  
April 1 June 6th

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☒☐

APPROVED BY:

Shawn Mann

Date: 3/17/17

Supervisor

[Signature]

Date: 3/22/17

Branch Chief

[Signature]

Date: 3/22/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

as long as employment is not during reg. work hours. And Steers clear of any attorney-client work product/advice. EM



14

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: William Kysella

Date of Request: 4/17/17

City Attorney Branch/Section: Water & Power

Outside Title/Position: Member, Dispensing  
Optician Committee

Outside Employer Name and Address:

Number of hours per week: Less than one - a few  
meetings per year

State Board of Optometry  
2450 Del Paso Road, Ste 105  
Sacramento CA 95834

Outside Work Schedule days/times: At least two  
meetings per year

Phone Number: [REDACTED]

Type of Work: Government - recommendations  
regarding regulation of dispensing opticians

Start and End Date: 4/21/17 / up to four years,  
to be determined

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

4/21/17 - 4/20/18

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

Yes No

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

Reimbursed travel; \$100 per day

APPROVED BY:

Supervisor

Chief of Staff

Date:

Date:


Branch Chief

Date:

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

April 17, 2017

To: Leela Kapur  
Chief of Staff

From: Bill Kysella   
Deputy City Attorney

Re: Request for Approval of Outside Employment  
Position: Public Member of Dispensing Optician Committee of the State Board of Optometry

As I mentioned last Friday, in accordance with the City Attorney Memorandum regarding Approval for Outside Employment, I am hereby requesting approval related to my appointment to the Dispensing Optician Committee of the California State Board of Optometry. I have attached the Office of City Attorney Outside Employment Approval Form for your consideration.

On Friday, April 14, I was informed that the California State Board of Optometry would be considering my appointment to the Committee at its quarterly meeting on April 21, 2017. Because this is a newly created the committee the Board will also be staggering the terms of the various positions, with a maximum term of four years. As you directed on Friday, the attached form indicates that the length of appointment will be up to four years but has not yet been determined. If offered the position, I will not accept until the outside employment is approved by the Office of the City Attorney.

The Committee was established pursuant AB 684 (2015). The Committee will advise the Board and make recommendations regarding the Registered Dispensing Optician (RDO) Program, previously under the California Medical Board. The RDO program is concerned with the regulation of registered dispensing opticians, contact lens dispensers, spectacle lens dispensers and nonregistered contact lens dispensers.

The Committee is mandated to meet just twice per year, although it is anticipated that it will meet more frequently during the first year. Members receive a \$100 per day per diem and travel expenses are reimbursed at the state rate.

I have previously served on the State Board of Optometry without negative impact on my current assignment in this office. I anticipate that I will use vacation days or flex my time so that I can attend meetings. As indicated on the Office of City Attorney Outside Employment Approval Form, this position will not conflict with my duties or involve a time commitment that will render my performance of City duties less efficient.

With respect to the California Rules of Professional Conduct, there would be no conflict given the nature of the Committee's work and my current assignment. There is no chance confidential information of the City will be disclosed in violation of Rule 3-100 and no chance that serving on the Committee is an interest adverse to the City in violation of Rule 3-300. Because I will not be providing legal

representation to the Committee or Board, I will not be representing adverse interests in violation of Rule 3-310.

With respect to any concern regarding incompatible offices, my current position in the office and the appointment to the Committee are not within the scope of the prohibition. Gov. Code § 1099. First, the prohibition only applies to offices. A person holding a civil service or non-officer position is an employee and not subject to the doctrine. My position as Deputy City Attorney is not a City officer position. See City of Los Angeles Charter § 200. Further, as nicely summarized in the California Attorney General's 2010 Conflict of Interest Guidebook, a special statutory provision allows non-elected, local, public attorneys to also hold elective or appointive positions. Gov. Code § 1128. (See 74 Ops. Cal. Atty. Gen. 86 (1991) [deputy district attorney may serve on city council]; 67 Ops. Cal. Atty. Gen. 347 (1984) [appointed city attorney may serve on airport commission].) In the event of a conflict, transactional disqualification, rather than forfeiture, is required.

Because my request for approval of outside employment and possible outside income involves no legal services, will not interfere with my official duties and does not create even an appearance of impropriety or conflict of interest, it should be granted.

Attachment

RECEIVED  
APR 19 2017

20

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: William Kysella

Date of Request: 4/17/17

City Attorney Branch/Section: Water & Power

Outside Title/Position: Member, Dispensing Optician Committee

Outside Employer Name and Address:

State Board of Optometry

Number of hours per week: less than one -- a few meetings per year

2450 Del Paso Road, Ste 105  
Sacramento CA 95834

Outside Work Schedule days/times: At least two meetings per year

Phone Number: [REDACTED]

Type of Work: Government - recommendations regarding regulation of dispensing opticians

Start and End Date: 4/21/17 / Up to four years, to be determined

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

Reimbursed travel; \$100 per day

APPROVED BY:

[Signature]  
Supervisor

Date: 4-19-17

[Signature]  
Branch Chief

Date: 4/18/17

[Signature]  
Chief of Staff

Date: 4-19-17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



RECEIVED  
JUL 11 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Gustavo Lamanna

Date of Request: 7/5/2017

City Attorney Branch/Section: DWP / Power Group

Outside Title/Position: RE Broker & Attorney

Outside Employer Name and Address:

Number of hours per week: 0-1 Evenings & weekends on as-needed basis

Gustavo Lamanna, Real Estate Broker & Attorney

Outside Work Schedule days/times: Gustavo Lamanna

11599 Gateway Blvd, Los Angeles, CA 90064

Phone Number: [REDACTED]

Type of Work: collect rent on personal and family rental real estate

Start and End Date: 7/10/17 / 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: none at this time.

☐ ☒

APPROVED BY:

[Signature]

Date: 7-10-17

Supervisor

[Signature]  
Chief of Staff

Date: 3-10-17

[Signature]  
Branch Chief

Date: 7/10/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JUL 11 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Gustavo Lamanna

Date of Request: 7/5/2017

City Attorney Branch/Section: DWP / Power Group

Outside Title/Position: Attorney

Outside Employer Name and Address:

Number of hours per week: 0-1 Evenings & weekends on as-needed basis

Lamanna and Lapena Personal Family Matters

Outside Work Schedule days/times basis

11599 Gateway Blvd, Los Angeles, CA 90064

Phone Number: Gustavo Lamanna [REDACTED]

Type of Work: Legal Representation for Lamanna and Lapena Personal Family matters, i.e. Trust and Businesses.

Start and End Date: 7/10/17 / 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]

Date: 7-6-17

Supervisor [Signature]

Date: 7-10-17

Chief of Staff

[Signature]  
Branch Chief

Date: 7/10/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission LAMC § 49.5 7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

JUL 11 2017

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: Gustavo LamannaDate of Request: 7/1/2017City Attorney Branch/Section: DWP / Power GroupOutside Title/Position: Board Member

Outside Employer Name and Address:

Number of hours per week: 0 - 1Advantage Certified Development Corporation2 lunchtime phone conferences11 Golden Shore #630, Long Beach, CA 90802Outside Work Schedule days/times: every 6 months  
Ahmad Shafique, President 562-818-2228Phone Number: Gustavo LamannaType of Work: Board Member for SBA Non ProfitStart and End Date: 7/10/17 / 12/31/17**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**APPROVED BY:**Gustavo LamannaDate: 7-6-17

Supervisor

UACDate: 7-10-17

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission LAMC § 49.5 7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
JUL 11 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Gustavo Lamanna

Date of Request: 7/1/2017

City Attorney Branch/Section: DWP / Power Group

Outside Title/Position: Bar Review Instructor

Outside Employer Name and Address:

Judge Robert M. Takasugi Pro Bono Bar Review

Number of hours per week: 0 - 1

Outside Work Schedule days/times: 3 evenings every 6 months  
Judge Jon Takasugi 213-309-0071

c/o Judge Jon Takasugi, Dept X, LASC Alhambra Court

Phone Number: Gustavo Lamanna

Type of Work: Instructor / Board Member

Start and End Date: 7/10/17 / 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

APPROVED BY:

[Signature]  
Supervisor

Date: 7-6-17

[Signature]  
Chief of Staff

Date: 7-10-17

[Signature]  
Branch Chief

Date: 7/10/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission - LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

JUL 11 2017

HUMAN RESOURCES

Name: Gustavo Lamanna

Date of Request: 7/1/2017

City Attorney Branch/Section: DWP / Power Group

Outside Title/Position: Transition-Out Attorney

Outside Employer Name and Address:

Number of hours per week: 5 hours

Royce Jones, President / Kane, Ballmer & Berkman

Outside Work Schedule days/times: Evenings & weekend as-needed basis  
Royce Jones 310-466-1048

515 So. Figueroa St., Ste. 780, LA, CA 90071

Phone Number: Gustavo Lamanna

Type of Work: Contract "Of Counsel" Attorney  
to transition out Inglewood and  
Lynwood matters

Start and End Date: 7/10/17 / 8/10/17

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>Transition out 12-year client relations involving cities of Inglewood and Lynwood</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$4,000.-</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

[Signature]

Date: 7-6-17

Supervisor

Chief of Staff

Date: 7-10-17

Branch Chief

Date: 7/10/17

"If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission LAMC § 49.5.7.C.2 This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you

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JUL 11 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Gustavo Lamanna

Date of Request: 7/5/2017

City Attorney Branch/Section: DWP / Power Group

Outside Title/Position: Commercial Tenant Lawyer

Outside Employer Name and Address:

Number of hours per week: 0-5

Baldwin Hills Medical Group / Dr. Marlon Farley

Outside Work Schedule days/times: 1 hr meeting a week prior & 4 hr set mediation on 7/28 from 10am to 2pm

5338 South Chariton Avenue, Los Angeles, CA 90056

Phone Number: Gustavo Lamanna [REDACTED]

Type of Work: Legal representation of a tenant in a commercial lease mediation, with a lawyer-client pre-meeting

Start and End Date: 7/10/17 / 7/28/17

one-time mediation

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>Commercial Lease mediation.</u><br>while there are no municipal law issues, I will assist a tenant in mediation.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$1,500.-

APPROVED BY:

Supervisor [Signature]

Date: 7-6-17

Branch Chief [Signature]

Date: 7/10/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 10 2017

HUMAN RESOURCES

Name: Capri Maddox

Date of Request: 10/5/17

City Attorney Branch/Section: Executive Management

Outside Title/Position: Climate Resolve Board of Director

Outside Employer Name and address: Climate Resolve

Number of hours per week: 1-3 hrs per mo / only quarterly mtgs

525 S. Hewitt St

Outside Work Schedule days/times: 2-4 hr qtrly mtg.

Los Angeles, CA 90013

Phone Number: [REDACTED]

Type of Work: Board member

Start and End Date: Jan 2018 / Jan 2019

1/1/18 - 12/31/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ Yes ☒ No

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

\_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief of Staff

\_\_\_\_\_  
Branch Chief

Date: 10/5/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 23 2017

HUMAN RESOURCES

Name: Capri Maddox

Date of Request: October 18, 2017

City Attorney Branch/Section: Executive

Outside Title/Position: Board member

Outside Employer Name and address:

Number of hours per week: 0-3

California State Univ of LA  
5151 State University Dr., LA 90032

Outside Work Schedule days/times: qtrly mtgs

Phone Number: [REDACTED]

Type of Work: Board/Donor/Adviser

Start and End Date: 1/1/17 - 1/1/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

\_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

[Signature]  
Chief of Staff

Branch Chief

Date: 10/23/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Capri Maddox  
Southern California Public Radio

Date of Request: October 19, 2017

City Attorney Branch/Section: Exec

Outside Title/Position: Board member

Outside Employer Name and address: Volunteer

Number of hours per week: 0-3

SCRR 474 S. Raymond Ave

Outside Work Schedule days/times: qtrly mtgs

Pasadena, CA 91105

Phone Number: [REDACTED]

Type of Work: Board/Donor/Advisor

Start and End Date: 1/1/17 - 4/1/18

12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

\_\_\_\_\_  
Supervisor

Date: \_\_\_\_\_

Branch Chief

[Signature]

Date: 10/23/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**

Name: June Magilnick  
 City Attorney Branch/Section: Criminal / Harbor  
 Outside Employer Name and address:  
Women's Center of Long Beach  
PO Box 17098, Long Beach CA 90807  
 Type of Work: Bd of Directors

Date of Request: 10-24-17  
 Outside Title/Position: member of Board of Directors  
 Number of hours per week: 3  
 Outside Work Schedule days/times: About once a month 4th Tuesday of month  
 Phone Number: 7pm  
 Start and End Date: 11-1-17 / 11-1-18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**[Signature]Date: 10/24/17

Supervisor

[Signature]Date: 11/17/17

Chief of Staff

[Signature]

Branch Chief

Date: 11/16/2017

\*If the employment is with a "restricted source" you must also obtain approval from the Ethics Commission, LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

NOV 20 2017

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

HUMAN RESOURCES

Name: JUNE Magilnick  
 City Attorney Branch/Section: Criminal / Harbor  
 Outside Employer Name and address:  
HaxLove Project  
PO BOX 105, Justin CA 92931  
 Type of Work: Bd of Directors

Date of Request: 10-24-17  
 Outside Title/Position: member of Board of Directors  
 Number of hours per week: 2  
 Outside Work Schedule days/times: Quarterly for 2 hrs  
7pm  
 Phone Number: \_\_\_\_\_  
 Start and End Date: 11-1-17 / 11-1-18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Chris Jaramas

Date: 10/24/17

Supervisor

WAK

Chief of Staff

Date: 11/17/17

Branch Chief

Date: 11/16/2017

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED

DEC 06 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Claudia Martin

Date of Request: 11-15-17

City Attorney Branch/Section: SNABD

Outside Title/Position: Clerical Office Assistant

Outside Employer Name and address:

Number of hours per week: 10-15

PACIFIC MOTORS, INC.

Outside Work Schedule days/times: evenings, weekends

860 PICO BLVD. SM, CA 90408

Phone Number: [REDACTED]

Type of Work: clerical filing of invoices,

Start and End Date: 11-15-17 / 11-15-18

review advertising for parents auto repair shop and accounting

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$100</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Date: 11/27/17

Branch Chief

Date: 12/5/2017

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Arturo Martinez

Date of Request: 2/13/17

City Attorney Branch/Section: Criminal Branch/

Outside Title/Position: Board Member

Outside Employer Name and Address: Anti-Gang Section

Number of hours per week: 0-1

Loyola High School Alumni Association

Outside Work Schedule days/times: 4 meetings/year  
during lunchtime

1901 Venice Bl., LA, CA 90006

Phone Number: [REDACTED]

Type of Work: Alumni Relations

Start and End Date: 1/1/17 , 12/31/17

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**APPROVED BY:**

[Signature]  
Supervisor  
LALC  
Chief of Staff

Date: 2-13-17

Date: 2-14-17

[Signature]  
Branch Chief

Date: 2-13-17

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(15)

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Arturo Martinez

Date of Request: 2/13/17

City Attorney Branch/Section: Criminal Branch/

Outside Title/Position: Board Member

Outside Employer Name and Address:

Number of hours per week: 0-1

Anti-Gang Section  
Upsilon Chapter Building Association

Outside Work Schedule days/times: 3-4 meetings/year  
on a weekend

2603 Main St., Suite 350, Irvine, CA 92614

Phone Number: [REDACTED]

Type of Work: Non-Profit Organization that  
owns a property

Start and End Date: 1/1/17 , 12/31/17

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

Supervisor

Date:

2-13-17

Branch Chief

Date:

2-13-17

Chief of Staff

Date:

2-14-17

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(Di)

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Arturo Martinez Date of Request: 2/13/17  
City Attorney Branch/Section: Criminal Branch / Outside Title/Position: Board Member  
Anti-Gang Section Number of hours per week: 0-1  
Outside Employer Name and Address: Overland Avenue Community Outside Work Schedule days/times: 1-2 meetings / year  
2268 Overland Ave., CA, CA 90064 on a weekend  
Phone Number: [REDACTED]  
Type of Work: Neighborhood Association Board Member Start and End Date: 1/1/17 , 12/31/17

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]  
Supervisor  
CAU  
Chief of Staff

Date: 2-13-17


Date: 2-14-17

[Signature]  
Branch Chief

Date: 2-13-17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

## MEMORANDUM

**To:** Leela Kapur, Chief of Staff  
**Cc:** Mary Clare Molidor, Chief, Criminal and Special Litigation Branch  
**From:** Arturo Martinez, Supervising Attorney, Anti-Gang Section   
**Date:** February 13, 2017  
**Re:** Request for Approval for Outside Employment (Volunteer Positions)

---

Pursuant to the November 25, 2015 Memorandum regarding Approval for Outside employment, I hereby respectfully request approval for the following volunteer work/volunteer positions.

Organization: Loyola High School Alumni Association  
Position: Board Member  
Duties: Alumni Relations – attend meetings four times a year (during lunch time), discuss matters of concern to the alumni community.

Organization: Upsilon Chapter Building Association  
Position: Board Member  
Duties: Non-Profit Organization that oversees a property – attend meetings three to four times a year (during the weekend), discuss matters regarding the property.

Organization: Overland Avenue Community  
Position: Board Member  
Duties: Neighborhood Association – attend meetings one to two times a year (during the weekend), discuss matters of concern to the community.

I am currently assigned as the Supervising Attorney for the Ant-Gang Section and am responsible for all aspects of the administration and operation of the section.

These volunteer positions will not cause a conflict with the performance of my duties for the City Attorney's Office and my work responsibilities always take priority.

Attached please find completed copies of the approval form for each of the volunteer positions noted above.



(5)

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM**

Name: James A "Jim" McDougall ATTORNEY

Date of Request: 2/23/17

City Attorney Branch/Section: CRIMINAL, GANGS

Outside Title/Position: Legal Advisor to Board

Outside Employer Name and Address:

International Latino Gang Investigators  
PO Box 1148, Gig Harbor, WA

Number of hours per week: 2-1 Hours

Outside Work Schedule days/times: Assist w/ 2 TRAINING SEMINARS ON my own time

Phone Number: President Nelson Arriaga 562-884-1631

Type of Work: Legal Advisor to NonProfit

Start and End Date: 2010, on-going

I will not do this work on City time.

2/28/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]

Date: 2/24/17

[Signature]

Date: 2/27/17

Supervisor

Branch Chief

Chief of Staff

Date: 2/28/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
AUG 04 2017

*[Signature]*

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Michelle McGinnis

Date of Request: 7-31-2017

City Attorney Branch/Section: Criminal

Outside Title/Position: Teacher

Outside Employer Name and Address:

UCLA 10995 LeConte Ave  
LA CA 90024

Number of hours per week: 5 conducted outside of regular work hours

Outside Work Schedule days/times: Online

- Lectures pre recorded

Phone Number: none

→ Type of Work: Teaching and writing

Start and End Date: Academic school year

→ Course title: Childcare Business Management For Administrators

9/25/17 - 6/15/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

Yes No

☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

I teach one course. I am paid \$1,990.00 for the one (1) course

APPROVED BY:

[Signature]

Date: 7-31-17

[Signature]

Date: 8-4-2017

Supervisor: [Signature]

Date: 8-4-17

Branch Chief

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission LAMC § 49.5.7 C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you

V3 V4

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED

DEC 06 2017

HUMAN RESOURCES

Name: Sydney Menninger

Date of Request: 12/4/17

City Attorney Branch/Section: Criminal/Marijuana Enforcement

Outside Title/Position: Volunteer

Outside Employer Name and address:

Number of hours per week: 5 hours, 1 Saturday every other month

Harrista Bunch Center for Family Law  
3250 Wilshire Blvd #710, LACA  
90010

Outside Work Schedule days/times: Saturday

Phone Number: 213-978-4090 9-2

Type of Work: Family law self-help clinic

Start and End Date: continuous 12/4/17 - 12/3/18

I will not be doing this during city time

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☐ ☒

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Supervisor

Date: 12/4/2017

Branch Chief

Date: 12/5/2017

Chief of Staff

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RECEIVED  
MAY 17 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: CRAIG Miller

Date of Request: 5/15/17

City Attorney Branch/Section: PLLL

Outside Title/Position: mediator

Outside Employer Name and Address:

Number of hours per week: INTERMITTENT

Craig Miller

Outside Work Schedule days/times: VARIES

4451 Bel Air Dr, LACANADA, CA 91011

Phone Number: [REDACTED]

Type of Work: mediation on Federal  
court panel

Start and End Date: 5/15/17 to going  
July 2019

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
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| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

possible and infrequent, 300-500 per hour most work is voluntary

APPROVED BY:

[Signature]  
Supervisor

Date: 5-15-17

[Signature]  
Branch Chief

Date: 5-15-17

[Signature]  
Chief of Staff

Date: 5-16-17

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**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**RECEIVED**  
**JUN 12 2017**

*Handwritten initials*

Name: Jay C. Munns

Date of Request: 5/17/17 **HUMAN RESOURCES**

City Attorney Branch/Section: DWP

Outside Title/Position: Musician

Outside Employer Name and Address:

Number of hours per week: 2-10 hours

various private parties & other entities

Outside Work Schedule days/times: varies - usually evenings & weekends

Phone Number: [REDACTED]

Type of Work: musician - performing at various events

Start and End Date: 1/1/17 / 12/31/17

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

Yes No

1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

☒ ☐

\$100 - 250 per engagement

**APPROVED BY:**

[Signature] Date: 5/29/2017 DC Date: \_\_\_\_\_  
Supervisor Branch Chief

UAK Date: 6/12/17  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.9 B 1 This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, or a lobbyist, lobbying firm, or lobbyist employer who seeks to influence decisions of the City Attorney. This definition is broader for those individuals that are defined as a "high level official."

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APR 19 2017

DF

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: FRANK OROZCO JR.

Date of Request: 3/21/2017

City Attorney Branch/Section: CIVIL PUBLIC FINANCE

Outside Title/Position: ADJUNCT PROFESSOR

Outside Employer Name and Address:

Number of hours per week: 3

WHITTIER LAW SCHOOL  
3333 S. HARBOR BLVD COSTA MESA, CA

Outside Work Schedule days/times: WED 6-8<sup>30</sup>

Phone Number: [REDACTED]

Type of Work: INSTRUCTION

Start and End Date: AUG 1 1 DEC 31  
(2017)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: ☒ ☐

TBD BY WHITTIER COLLEGE ANNUAL BUDGET

APPROVED BY:

Ysabel A. Cook

Date: 3/10/2017

Supervisor

[Signature]

Date: 4/19/17

Branch Chief

Chief of Staff

Date: 4/12/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

Employee to discuss with supervisor any topics of instruction which might present a possible conflict of interest with City/county advice.  
Heidi Kaper

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OCT 10 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Alex T. Perez

Date of Request: 9-27-17

City Attorney Branch/Section: Family Violence Unit

Outside Title/Position: Attorney

Outside Employer Name and address:

Number of hours per week: 2 - No work will be done

Pro bono representation of my  
niece who was in a car accident

Outside Work Schedule days/times: None during City time

Phone Number: [REDACTED]

Type of Work: \_\_\_\_\_

Start and End Date: 9-27-17 / 3-15-18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]

Date: 9/26/17

[Signature]

Date: 10/3/2017

Supervisor

[Signature]

Branch Chief

Date: 10/9/17

Chief of Staff

"If the employment is with a 'restricted source,' you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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JUN 28 2017

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**HUMAN RESOURCES**Name: Thom PetersDate of Request: 6-27-17City Attorney Branch/Section: Civil LitigationOutside Title/Position: Part Time Professor

Outside Employer Name and Address:

Number of hours per week: 2-4UCLA Law SchoolOutside Work Schedule days/times: 8/8, 9/27, 9/13, 9/14, 9/25, 1/18385 Charles Young Drive LA 90095Phone Number: [REDACTED]Type of Work: law school teachingStart and End Date: 8/8/17 / 1/18/17**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS****Factors to Consider****Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>discussion of concepts of municipal law and public entity law</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>Approx. \$3,500</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**Supervisor: [Signature]Date: 6/27/17Branch Chief: N/A

Date: \_\_\_\_\_

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 31 2017

HUMAN RESOURCES

Name: Thom Peters

Date of Request: 10.23.17

City Attorney Branch/Section: Civil Litigation

Outside Title/Position: Adjunct Professor

Outside Employer Name and address:

Number of hours per week: avg. 2

UCLA Law School  
385 Charles Young Dr. East, 90095

Outside Work Schedule days/times: Wed evening

Phone Number: [REDACTED]

Type of Work: teaching

Start and End Date: 1/17/18, 5/2/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: The course touches on ethical dilemmas facing municipal lawyers

☒ ☐

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ ☐

\$ 13,500

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

[Signature]  
Supervisor

Date: 10/25/17

Date: \_\_\_\_\_

Branch Chief

Date: 10/30/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
JUL 21 2017  
HUMAN RESOURCES

For: Gail D Peterson  
Branch/Section: Bus. & Complex Litig  
Employer Name: ICLC  
Address: inner city law center

Date of Request: 6-29-2017  
Title: Deputy City Atty.  
Number of hours per week/month: variable  
Phone Number: (213) 978-7562  
Type of Work: work w/ female Vets for housing & to recoup benefits  
Start Date: July 2017  
End Date: TBA July 24, 2018 (w/ff)

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Yes No

1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ Yes ☒ No
2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ Yes ☒ No
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ Yes ☒ No
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ Yes ☒ No
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ Yes ☒ No
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ Yes ☒ No

APPROVED BY:

Supervisor  
Chief Deputy

Date: 7/5/17  
Branch Chief  
Date: 7/20/17  
Chief Financial Officer

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.9 B 1 This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action, which would have a direct material financial effect on that person, or a lobbyist, lobbying firm, or lobbyist employer who seeks to influence decisions of the City Attorney. This definition is broader for those individuals that are defined as a "high level official."

RECEIVED  
OCT 30 2017  
HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: L'TANYA PORTLOCK

Date of Request: 10/20/2017

City Attorney Branch/Section: POLA-HARBOR

Outside Title/Position: Probate Paralegal & Family Business

Outside Employer Name and address:

\*Number of hours per week: Various *2-8 hrs/wk*  
*\*as time & health permit*

Self/ [REDACTED]

Outside Work Schedule days/times: Varies, evenings & weekends

Phone Number: [REDACTED]

Type of Work: Probate & Family Business

Start and End Date: 10/31/2017/10/31/2018

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City employee; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Will you receive any remuneration for your employment? If so, list the approximate amount:<br>Varies   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave. My FMLA leave has concluded.

APPROVED BY:

Supervisor

Chief of Staff

Date: 10/23/17

Date: 10/26/17

Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

*\* See page 2*

\*OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF

Original date of Request 10/20/2017

PAGE 2

In answer to the request for the "Number of hours per week:"

It varies, as it has every year. With my Mom now transitioned, it is going to be a very rough estimate. Each year it varies and that's why I put varies and various, because change is a constant. There is no way I can know the absolute answer to that question and now with my health challenges, I don't want to be held to time and space. At the same time, I do want to preserve and take advantage of the "Outside Employment" opportunities, should they arise. Especially, with my challenges it could prove beneficial for me to take advantage of any opportunities.

Thank you,

L'Tanya Portlock  
POLA-HARBOR





174

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Quin Calvin Date of Request: 5/17/2017  
City Attorney Branch/Section: Asst. Workers' Comp Outside Title/Position: Recitor  
Outside Employer Name and Address: Self Employed Independent Contractor Number of hours per week: Not to exceed 8 hours  
Recitor MASTERS 17542 E. 17TH ST #100 TUSTIN, CA 92780 Outside Work Schedule days/times: Primarily week long not to exceed 8 hrs during the week  
Type of Work: Real Estate Phone Number: [REDACTED]  
Start and End Date: 05/18/17 / 05/18/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Yes No

1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒
9. Will you receive any remuneration for your employment? If so, list the approximate amount: Commission - various amounts ☒ ☐

APPROVED BY:

[Signature]  
Supervisor  
NAK

Date: 5/17/17 [Signature]  
Branch Chief  
Date: 5/25/18

Date: 5/25/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.9 B 1 This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, or a lobbyist, lobbying firm, or lobbyist employer who seeks to influence decisions of the City Attorney. This definition is broader for those individuals that are defined as a "high level official."

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM

Name: André Quintero ATTORNEY

Date of Request: 01/06/17

City Attorney Branch/Section: Central Trials

Outside Title/Position: Mayor

Outside Employer Name and Address:

City of El Monte  
11333 Valley Blvd, El Monte, CA 91733

Number of hours per month: 20 hours

Outside Work Schedule days/times: 1st & 3rd Tues / Month  
5PM-10PM

Phone Number: [REDACTED]

Type of Work: City Council

Start and End Date: 01/01/17, 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: <u>Only to the extent I will be provided legal counsel by El Monte City Attorney</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

\$1132/Month + Health Benefit

APPROVED BY:

[Signature]  
Supervisor WAK  
Chief of Staff

Date: 1/6/17  
Date: 2/10/17

[Signature]  
Branch Chief

Date: 2/10/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM

(07)

Name: Andre Quintero ATTORNEY

Date of Request: 01/06/17

City Attorney Branch/Section: Central Trials

Outside Title/Position: Boardmember

Outside Employer Name and Address:

Number of hours per month: 1

SGV Mosquito & Vector Control District

Outside Work Schedule days/times: 2nd Friday of the month 7AM - 8AM

1145 N. Azusa Canyon Road, West Covina 91790

Phone Number: [REDACTED]

Type of Work: Board of Directors

Start and End Date: 01/01/17, 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$100 -</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

APPROVED BY:

[Signature]

Date: 1/6/17

Supervisor [Signature]

Date: 2/6/17

Chief of Staff

[Signature]

Branch Chief

Date: 2/10/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM

Name: Andre Quintero ATTORNEY

Date of Request: 01/06/17

City Attorney Branch/Section: Central Trials

Outside Title/Position: Boardmember

Outside Employer Name and Address:

Sanitation Districts of LA County  
1955 Workman Pl. Rd, Whittier 90601

Number of hours per month: 2

Outside Work Schedule days/times: Last Wed of the month 1PM-3PM

Type of Work: Board of Directors, Dist 15

Phone Number: [REDACTED]

Start and End Date: 01/01/17, 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$125 -</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

[Signature]  
Supervisor

Date: 1/6/17  
Date: 2/10/17

[Signature]  
Branch Chief

Date: 2-10-17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM

Name: André Quintero ATTORNEY

Date of Request: 01/06/17

City Attorney Branch/Section: Central Trials

Outside Title/Position: Board member

Outside Employer Name and Address:

Greater EM Community Hospital  
1701 Santa Anita Ave S.E. Nunk 91733

Number of hours per month? 3

Outside Work Schedule days/times: 1st Wednesday of the month  
11:45 am - 2:45 pm

Phone Number: [REDACTED]

Type of Work: Board & Directors

Start and End Date: 01/01/17, 12/31/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$100 -</u>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

APPROVED BY:

[Signature]  
Supervisor

Date: 1/6/17

[Signature]  
Chief of Staff

Date: 2/10/17

[Signature]  
Branch Chief

Date: 2-10-17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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NOV 07 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Jacklyn Romano Date of Request: Oct. 27, 2017

City Attorney Branch/Section: Enriquez / Consumer / Special Litigation Outside Title/Position: Attorney

Outside Employer Name and Address: \_\_\_\_\_ Number of hours per week: less than 3

Sharlene Blankinship P, dba Accurate Outside Work Schedule days/times: Mon 4 (pm); Tue 9 (deposition)

Fire Extinguisher Service, 17332 Chestnut St. Phone Number: (313) 974 8122  
Yorba Linda, CA 92686

Type of Work: represent mother in response to a Start and End Date: Oct 27 / Nov 13  
non-party deposition subpoena set for Nov 9, 2017.

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_

**APPROVED BY:**

Supervisor

Date: 10/27/17

Branch Chief

Date: 10/30/2017

Chief of Staff

Date: 11/2/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 23 2017

Name: HUGO ROSSITTER Date of Request: 7/1/17  
City Attorney Branch/Section: LABOR RELATIONS Outside Title/Position: HEARING OFFICER  
Outside Employer Name and Address: LA COUNTY CIVIL SERVICE COMMISSION Number of hours per week: VARIES  
500 N TEMPLE, LA 90012 Outside Work Schedule days/times: NOTE 24 HRS/DT  
Type of Work: HEARING OFFICER Phone Number: [REDACTED]  
Start and End Date: 7/1/17 6/30/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒

7. Are any issues of municipal law involved? If so, describe: COUNTY PERSONNEL POLICIES & PROCEDURES ☒ ☐

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$1200/DAY ☒ ☐

APPROVED BY:

[Signature]  
Supervisor

EFFECTIVE  
Date: 7/1/17

[Signature]  
Branch Chief

Date: 10/17/17

[Signature]  
Chief of Staff

Date: 10/18/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 23 2017

Name: HUGO ROSSITTO Date of Request: 10/1/17  
City Attorney Branch/Section: LABOR RELATION Outside Title/Position: MEDIATOR  
Outside Employer Name and Address: SOUTHLAND MEDIATION, CO. 1007 Number of hours per week: VARIES  
985X NATIONAL BLVD #276 Outside Work Schedule days/times: NTE 8:30 AM  
LOS ANGELES CA 90034 Phone Number: [REDACTED]  
Type of Work: CIVIL MEDIATION Start and End Date: 10/1/17 10/30/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ Yes ☒ No
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ Yes ☒ No
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ Yes ☒ No
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ Yes ☒ No
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ Yes ☒ No
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ Yes ☒ No
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ Yes ☒ No
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$395/Hr ☒ Yes ☐ No

APPROVED BY:

[Signature]  
Supervisor  
[Signature]  
Chief of Staff

Date: 10/17/17

Date: 10/17/17

[Signature]  
Branch Chief

Date: 10/17/17

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(DT)

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: HUGO ROSSITER

Date of Request: 1/17/17

City Attorney Branch/Section: LABOR RELATIONS

Outside Title/Position: ATTORNEY

Outside Employer Name and Address:

Number of hours per week: 4-5

SEA  
[REDACTED]

Outside Work Schedule days/times: 2 days

L.A. CA 90034  
REPRESENT FRIEND OF DAT

Phone Number: [REDACTED]

Type of Work: PRINCE IN CH RO

Start and End Date: 1/18/17 | 1-27-17

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \$350/HOUR ☒ ☐

**APPROVED BY:**

[Signature]  
Supervisor

Date: 1/17/17

[Signature]  
Branch Chief

Date: 1/23/17

[Signature]  
Chief of Staff

Date: 1/30/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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JAN 31 2017

HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Hugo Rossiter Date of Request: 12/16/16  
City Attorney Branch/Section: LABOR Outside Title/Position: ATTORNEY  
Outside Employer Name and Address: SELF Number of hours per week: 2  
Outside Work Schedule days/times: 12/20/16  
Phone Number: [REDACTED]  
Type of Work: REPRESENT HAIR STYLIST IN WAGE CLAIM Start and End Date: 12/20 / 12/20

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒
7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒
8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒
9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ ☒

**APPROVED BY:**

Supervisor: [Signature] Date: 12/16/16 Branch Chief: [Signature] Date: 12/19/16  
Chief of Staff: [Signature] Date: 12/19/16

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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DEC 29 2016

HUMAN RESOURCES

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

RECEIVED  
NOV 07 2017

**HUMAN RESOURCES**

Name: Ellen Sarmiento

Date of Request: 10/24/17

City Attorney Branch/Section: Criminal Branch Operations

Outside Title/Position: Caterer

Outside Employer Name and address:

Number of hours per week: intermittent

Joyce Sugawara, [REDACTED] Glendale, CA

Outside Work Schedule days/times: Saturday

Phone Number: \_\_\_\_\_

Type of Work: Cooking

Start and End Date: 12/1/17 / 12/1/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes    No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐    ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐    ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐    ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐    ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐    ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐    ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐    ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐    ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒    ☐

\$1,000 / yr.

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

[Signature]

Date: 11/3/2017

[Signature]

Date: 11/3/2017

Supervisor

Branch Chief

[Signature]

Date: 11/7/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**RECEIVED**  
NOV 16 2017

**HUMAN RESOURCES**

Name: Richard Schmidt

Date of Request: November 8, 2017

City Attorney Branch/Section: Criminal-Van Nuys

Outside Title/Position: Teacher

Outside Employer Name and Address:

Number of hours per week: Varies

Trial Advocacy Group, LLC  
16110 Northfield Street, Pacific Palisades CA 90272

Outside Work Schedule days/times: Varies: nights & Saturdays

Phone Number: [REDACTED]

Type of Work: Continuation of Previously Approved Teaching

Start and End Date: Jan. 1, 2018 to Dec. 31, 2018

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes    No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐    ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐    ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐    ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐    ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐    ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐    ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐    ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐    ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
Approximately \$160 per hour

☒    ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

[Signature]  
Supervisor

Date: 11/7/17

[Signature]  
Branch Chief

Date: 11/15/2017

[Signature]  
Chief of Staff

Date: 11/14/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**RECEIVED**  
**NOV 16 2017**

*[Signature]*

**HUMAN RESOURCES**

Name: Richard Schmidt

Date of Request: November 8, 2017  
(HR misplaced original; resubmitting at their request)

City Attorney Branch/Section: Criminal-Van Nuys

Outside Title/Position: Teacher

Outside Employer Name and Address:

Number of hours per week: Varies

Trial Advocacy Group, LLC  
16110 Northfield Street, Pacific Palisades CA 90272

Outside Work Schedule days/times: Varies: nights & Saturdays

Phone Number: [REDACTED]

Type of Work: Continuation of Previously Approved Teaching

Start and End Date: Jan. 1, 2017 to Dec. 31, 2017

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes    No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐    ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐    ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐    ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐    ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐    ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐    ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐    ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐    ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
Approximately \$160 per hour

☒    ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

*[Signature]*  
Supervisor

Date: 11/8/17

*[Signature]*  
Branch Chief

Date: 11/15/2017

*[Signature]*  
Chief of Staff

Date: 11/16/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**RECEIVED**  
NOV 16 2017

**HUMAN RESOURCES**

Name: Michael Schwartz

Date of Request: November 8, 2017

City Attorney Branch/Section: Criminal-Metro

Outside Title/Position: Teacher

Outside Employer Name and Address:

Number of hours per week: Varies

Trial Advocacy Group, LLC  
16110 Northfield Street, Pacific Palisades CA 90272

Outside Work Schedule days/times: Varies: nights & Saturdays

Phone Number: [REDACTED]

Type of Work: Continuation of Previously Approved Teaching

Start and End Date: Jan. 1, 2018 to Dec. 31, 2018

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes    No

- |   |                                     |                                     |
|---|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount:<br>Approximately \$160 per hour   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

[Signature]  
Supervisor

Date: 11/8/17

[Signature]  
Branch Chief

Date: 11/15/2017

Chief of Staff

Date: 11/16/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

**RECEIVED**   
NOV 16 2017

**HUMAN RESOURCES**

Name: Michael Schwartz

Date of Request: November 8, 2017  
(HR misplaced original; resubmitting at their request)

City Attorney Branch/Section: Criminal-Metro

Outside Title/Position: Teacher

Outside Employer Name and Address:

Number of hours per week: Varies

Trial Advocacy Group, LLC  
16110 Northfield Street, Pacific Palisades CA 90272

Outside Work Schedule days/times: Varies: nights & Saturdays

Phone Number: [REDACTED]

Type of Work: Continuation of Previously Approved Teaching

Start and End Date: Jan. 1, 2017 to Dec. 31, 2017

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes    No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐

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2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

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3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

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4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

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5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐

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6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

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☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

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8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

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9. Will you receive any remuneration for your employment? If so, list the approximate amount:  
Approximately \$160 per hour

☒

☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**



Date: 11/8/17

Supervisor



Chief of Staff

Date: 11/14/17



Branch Chief

Date: 11/15/2017

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED

APR 05 2017

HUMAN RESOURCES

Name: CASEY T. SHIM

Date of Request: \_\_\_\_\_

City Attorney Branch/Section: CITY/EMP LIT

Outside Title/Position: TEMP JUDGE

Outside Employer Name and Address:  
SUPERIOR COURT - COUNTY OF LA  
111 N. HILL ST

Number of hours per week: 4

Outside Work Schedule days/times: HALF DAY  
A.M. - P.M.

LOS ANGELES CA 90012

Phone Number: \_\_\_\_\_

Type of Work: TEMP JUDGE

Start and End Date: 4/13/17 4/12/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☐ Yes ☒ No

ZERO UNPAID VOLUNTEER

APPROVED BY:

Supervisor

Date: 3/30/17

Branch Chief

Date: 3.30.17

Chief of Staff

Date: 3/31/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



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**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: John Sidley

Date of Request: 8/8/17

City Attorney Branch/Section: Harbor

Outside Title/Position: Commissioner

Outside Employer Name and Address:

Number of hours <sup>month</sup> per week: 10

Little Hoover Commission

Outside Work Schedule days/times: last Thursday

925 L Street, Sac, CA 95814

Phone Number: [REDACTED]

Type of Work: Policy Analysis

Start and End Date: 1/12/17 - 4/12/18

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]

Date: 8/28/17

Date: \_\_\_\_\_

Supervisor

[Signature]  
Chief of Staff

Date: 8/29/17 Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 24 2017

*[Handwritten signature]*

Name: Maureen R. Sregel

City Attorney Branch/Section: Criminal Split

Outside Employer Name and address:  
Pasadena Antique Mall

Type of Work: selling art, antiques,  
costume jewelry

Date of Request: 10/23/17 **HUMAN RESOURCES**

Outside Title/Position: Dealer 87

Number of hours per week: 2-3

Outside Work Schedule days/times: Sat-Sun

Phone Number: [REDACTED]

Start and End Date: 5/16 ongoing

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

*Approved Dates are 10/23/17-10/24/18*

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ ☒

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_

☐ ☒

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

≈ \$100 - \$200/month for sale of merchandise

☒ ☐

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

**APPROVED BY:**

Supervisor

*[Handwritten signature]*

Date: \_\_\_\_\_

Date: 10/23/17

Branch Chief

Date: 10/23/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

RECEIVED  
OCT 24 2017

HUMAN RESOURCES

Name: Maurreen R. Siegel  
City Attorney Branch/Section: Criminal + Split

Date of Request: 10/23/17

Outside Employer Name and address:  
City of La Canada Flintridge

Outside Title/Position: Public Safety Commissioner  
Number of hours per week: 2.5/month

Outside Work Schedule days/times: M 7-8:30 or 9:30 PM  
Phone Number: [REDACTED]

Type of Work: Public Safety Commissioner

Start and End Date: 7/16 , 7/20  
unless reappointed

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

☐ Yes ☒ No

2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;

☐ Yes ☒ No

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

☐ Yes ☒ No

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

☐ Yes ☒ No

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

☐ Yes ☒ No

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

☐ Yes ☒ No

7. Are any issues of municipal law involved? If so, describe: Renew of LCF ordinances

☒ Yes ☐ No

8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_

☐ Yes ☒ No

9. Will you receive any remuneration for your employment? If so, list the approximate amount:

☒ Yes ☐ No

\$50 stipend/meeting

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Date: \_\_\_\_\_

[Signature]

Date: 10/23/17

Supervisor

[Signature]

Branch Chief

Date: 10/23/17

Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



RECEIVED  
AUG 04 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Andre Soliman Date of Request: 7/26/17  
City Attorney Branch/Section: Criminal - Metro Outside Title/Position: Counsel  
Outside Employer Name and Address: Kenn Estender (client) Number of hours per week: 3  
[Redacted] Laguna Nigel, CA 92677 Outside Work Schedule days/times: N/A  
Phone Number: [Redacted]  
Type of Work: Administrative Hearing & Fee Arbitration Start and End Date: 8/1/2017 / 12/1/17

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

[Signature]

Supervisor [Signature]

Chief of Staff

Date: 7/26/17

Date: 8/4/17

[Signature]

Branch Chief

Date: 7/28/2017

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

I will not work on this case during LA City time/work hours.  
x [Signature]



**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
SUPPORT STAFF**

Name: GRACE M. STINSON Date of Request: 12/05/2016  
City Attorney Branch/Section: GENERAL LITIGATION Outside Title/Position: ASSOCIATE FACULTY  
Outside Employer Name and Address: Number of hours per week: 12  
Riverside Community College District Outside Work Schedule days/times: Wed. 6:30pm  
4800 Magnolia Avenue, Riverside, CA 92506 Weekends: 8:00 a.m.  
Mt. San Antonio College, 1100 N. Grand Avenue, Walnut, CA 91780 Phone Number: [REDACTED]  
Type of Work: EDUCATION / INSTRUCTION Start and End Date: 12/05/2016 / 12/05/2017

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**APPROVED BY:**

Wilberta Breedy-Richardson Date: 12/5/16 Thomas H. Peters Date: 12.5.16  
Supervisor Branch Chief  
Leela Kapur Date: 12/28/16  
Chief of Staff

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.

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**DEC 21 2016**

**HUMAN RESOURCES**

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JUN 02 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Vivienne Swanigan Date of Request: 6/1/17  
City Attorney Branch/Section: David Richardson Outside Title/Position: attorney - pro bono  
Outside Employer Name and Address: \_\_\_\_\_ Number of hours per week: 2-4  
Represent son in Outside Work Schedule days/times: varied  
family court matter Phone Number: 330-330-3300 home  
Type of Work: attorney Start and End Date: 6/5/17 6/4/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

APPROVED BY:

Supervisor: [Signature] Date: 5/31/17 Branch Chief: [Signature] Date: 5/31/17  
Chief of Staff: [Signature] Date: 6/2/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

(ST)

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: Richard Tom

Date of Request: 2/3/2017

City Attorney Branch/Section: DWP Legal

Outside Title/Position: Planning Commissioner

Outside Employer Name and Address:

Number of hours per week: 5

City of South Pasadena

Outside Work Schedule days/times: Evenings

1400 Mission St. South Pasadena CA

Phone Number: \_\_\_\_\_

Type of Work: Public Service

Start and End Date: 1/2017 12/2017

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ ☒

**APPROVED BY:**

[Signature] Date: 2/8/17  
Supervisor  
[Signature] Date: 2/7/17  
Chief of Staff

\_\_\_\_\_  
Branch Chief

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

(5)

Name: Richard Tom

Date of Request: 4/3/2017

City Attorney Branch/Section: DWP Legal

Outside Title/Position: Board Member

Outside Employer Name and Address:

Number of hours per week: 5

Neighborhood Legal Services

Outside Work Schedule days/times: Evenings

1104 E. Chevy Chase Dr., Grendale CA

Phone Number: [REDACTED]

Type of Work: Volunteer Board

Start and End Date: 1/2017 / 12/2017

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain; ☐ ☒

2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; ☐ ☒

3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income; ☐ ☒

4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency; ☐ ☒

5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient. ☐ ☒

6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City. ☐ ☒

7. Are any issues of municipal law involved? If so, describe: \_\_\_\_\_ ☐ ☒

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: \_\_\_\_\_ ☐ ☒

9. Will you receive any remuneration for your employment? If so, list the approximate amount: \_\_\_\_\_ ☐ ☒

**APPROVED BY:**

[Signature]  
Supervisor

Date: 2/8/17

Branch Chief

Date: \_\_\_\_\_

[Signature]  
Chief of Staff

Date: 2/8/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.



OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

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OCT 25 2017

HUMAN RESOURCES

Name: George L. Turner  
City Attorney Branch/Section: Civil Litigation  
Outside Employer Name and address:  
Los Angeles Superior Court  
Los Angeles, CA  
Type of Work: Judge

Date of Request: 10/23/17  
Outside Title/Position: Judge Pro Tem  
Number of hours per week: 4 hrs per week  
Outside Work Schedule days/times: \_\_\_\_\_  
Phone Number: [REDACTED]  
Start and End Date: 7/1/17 7/1/18

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which the payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Are any issues of municipal law involved? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Are you representing a person or entity in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Please be advised that any and all current authorization for outside employment that may be in effect during the time an employee is on FMLA or Personal Medical Leave will be suspended through the duration of the leave.

APPROVED BY:

Supervisor

Chief of Staff

Date: 10-23-17

Branch Chief

Date: 10/24/17

Date: 10-23-17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm, that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

RECEIVED  
APR 05 2017

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OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY

HUMAN RESOURCES

Name: Noreen Vincent

Date of Request: March 28, 2017

City Attorney Branch/Section: Economic Development

Outside Title/Position: Consultant

Outside Employer Name and Address:

Number of hours per week: Varies

SZS Consulting Group  
2225 Bayshore Rd  
Alto, CA 94303

Outside Work Schedule days/times: App. 10-12 hrs per month

No Set Schedule ~~Schedule~~

Type of Work: Consult on ADA issues

Phone Number: [Redacted]  
Start and End Date: April 14, 2017 - March 2018

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

Factors to Consider

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

Yes No

1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;

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2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official;

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3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;

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4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;

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5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.

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6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.

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7. Are any issues of municipal law involved? If so, describe: compliance

☐

☒

with the Americans with Disabilities Act

8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: act

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9. Will you receive any remuneration for your employment? If so, list the approximate amount:

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☐

\$ 200. / hr.

APPROVED BY:

[Signature]

Date: 3/28/17

Supervisor

[Signature]

Date: 3/31/17

Chief of Staff

[Signature]

Branch Chief

Date: 3/28/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

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AUG 28 2017

OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM HUMAN RESOURCES  
SUPPORT STAFF

Name: Michael Walsh Date of Request: 8/24/17  
City Attorney Branch/Section: Civil-Appellate Outside Title/Position: guest lecturer  
Outside Employer Name and Address: USC - Dept of Regulation and Analysis Science Number of hours per week: 1  
1540 Alcazar St. #140 Outside Work Schedule days/times: just on 9/9/17  
LA CA 90089 Phone Number: 323-442-3521 Debbie Schooner  
Type of Work: lecture on products liability Start and End Date: 9/9/17 9/9/17  
LA is a single lecture from 9-12

ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS

**Factors to Consider**

Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

	Yes	No
1. Whether the payment or the services (paid or unpaid) to be provided creates the appearance of or involves actual use of employment or the time, facilities, equipment or supplies of the employee's agency, for private gain;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Whether the payment, services for which payment would be received, or unpaid services involves the acceptance by the employee of any money or other consideration from anyone other than his or her agency for the performance of an act which the employee, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City employee;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Whether the City employee is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an employee capacity which may later be subject to the control, inspection, review, audit or enforcement of any other employee of his or her agency;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Whether the services involve such time demands that would render the employee's performance of his or her City duties less efficient.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the employee's services to the City.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Will you receive any remuneration for your employment? If so, list the approximate amount:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>\$300 - one time voluntary stipend</u>		

**APPROVED BY:**

Bm  
Supervisor

Date: 08/24/17

[Signature]  
Branch Chief

Date: 8.24.17

WAK  
Chief of Staff

Date: 8/28/17

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC §49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is party to a proceeding involving a license, permit or other entitlement for use pending before you.



**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: OSCAR WINSLOW

Date of Request: 12-14-2016

City Attorney Branch/Section: AIRPORT

Outside Title/Position: HEARING OFFICER /  
MEDIATOR / ARBITRATOR

Outside Employer Name and Address:

Number of hours per week: 5-10 (APPROX)

SELF / HOME OFFICE

Outside Work Schedule days/times: VARIES

Phone Number: [REDACTED]

Type of Work: NEGOTIATION / ARBITRATION

Start and End Date: JAN 2017 / CONTINUOUS  
through Jan 2018

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note:** If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: _____   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

Timothy J. [Signature]  
Supervisor  
[Signature]  
Chief of Staff

Date: 12-14-16  
[Signature]  
Branch Chief  
Date: 12-20-16

Date: 12/19/16

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

While I am a trained mediator in many areas, my focus is family law mediation at this time. I will do both paid and volunteer mediation.

**RECEIVED**

**DEC 29 2016**

**HUMAN RESOURCES**



**OFFICE OF THE CITY ATTORNEY  
OUTSIDE EMPLOYMENT APPROVAL FORM  
ATTORNEY**

Name: OSCAR WINSLOW

Date of Request: 12-14-2016

City Attorney Branch/Section: AIRPAXLT

Outside Title/Position: FAMILY LAWYER

Outside Employer Name and Address:

Number of hours per week: 5-10/AIRPAXLT

SELF/HOME OFFICE

Outside Work Schedule days/times: VARIES

Phone Number: [REDACTED]

Type of Work: FAMILY LAW

Start and End Date: JAN 2017 / CONTINUOUS  
through Jan 2018

**ALL OUTSIDE EMPLOYMENT MUST BE RENEWED ON AN ANNUAL BASIS**

**Factors to Consider**

**Note: If any of factors 1 through 5 apply, the Ethics Ordinance requires that the request be denied.**

- |  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 1. Whether the payment or the services for which the payment would be received creates the appearance of or involves actual use of public office or employment or the time, facilities, equipment or supplies of the official's agency, for private gain;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2. Whether the payment or services for which the payment would be received involves the acceptance by the official of any money or other consideration from anyone other than his or her agency for the performance of an act which the official, if not performing such act for the outside source of income, would be required or expected to render in the regular course or of his or her duties as a City official; | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 3. Whether the City official is in a position to make, to participate in making, or to influence a potential governmental decision that could foreseeably have a material financial effect on the source of income;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4. Whether the payment or services for which the payment would be received involves the performance of any act in other than an official capacity which may later be subject to the control, inspection, review, audit or enforcement of any other official of his or her agency;  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 5. Whether the services involve such time demands that would render the official's performance of his or her official duties less efficient.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 6. Whether the outside services might result in conflicts between the City and an outside client that will hinder the official's services to the City.   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 7. Are any issues of municipal law involved? If so, describe: _____  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 8. Are you representing a person or entities in a proceeding where you will be taking a position adverse to another municipality? If so, describe: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 9. Will you receive any remuneration for your employment? If so, list the approximate amount: <u>\$200 - \$400 per hour</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

**APPROVED BY:**

[Signature]  
Supervisor  
Chief of Staff

Date: 12/14/2016  
Branch Chief  
Date: 12/20/16

Date: 12/19/16

\*If the employment is with a "restricted source," you must also obtain approval from the Ethics Commission. LAMC § 49.5.7.C.2. This includes anyone who does or seeks to do business with the City Attorney, anyone who has attempted to influence you in a legislative or administrative action which would have a direct material financial effect on that person, a lobbyist or lobbying firm that seeks to influence decisions of the City Attorney, and a person who is a party to a proceeding involving a license, permit or other entitlement for use pending before you.

**RECEIVED**

**DEC 29 2016**